GUAM**COMMUNITY**COLLEGE

2017-2018

STUDENT ORGANIZATION HANDBOOK

Center for Student Involvement (CSI)

Student Center, Building 5000, Room 5101
Telephone: 735-5518/9
Email: csi@guamcc.edu

Mission Statement - Board of Trustees Policy 100
Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Sinangan Misión (Chamorro translation)
Guiya i Kulehon Kumunidåt Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikåt na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

Board of Trustees Policy 100 (Last Amended & Adopted: April 8, 2016; Resolution 2-2016)

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GUAMCOMMUNITYCOLLEGE

Center for Student Involvement

WELCOME to GCC!

The Center for Student Involvement (CSI) welcomes you to the Guam Community College! The College recognizes that you have embarked on a major journey to further your education. Our faculty and staff are at your service to ensure that you have all the tools necessary to attain your goals in the classroom and beyond.

The Center for Student Involvement oversees Student Organizations and believes that students must become intentionally involved in campus programs and activities in order to become fully prepared for the workplace and for other life commitments.

Participating in a student organization at the Guam Community College provides an excellent opportunity for students to develop personally and professionally. Student organizations work in conjunction with the Council On Postsecondary Student Affairs, also known as COPSA, your GCC student government, in planning and implementing activities, events, and campus-wide programs to address the needs and interests of GCC students. Through active involvement in their campus community, students expand their circle of influence; gain an understanding of diversity; are instilled with a sense of ownership over their educational experience; and create a greater commitment to making GCC and their community a better place.

This handbook serves to introduce you to and inform you about all that is involved in a student organization. If you are new to student organizations, you will learn all the aspects of starting and maintaining a student organization. If you are a seasoned student organization leader, this handbook will serve as a great resource in assisting you with executing your responsibilities successfully.

Please utilize this handbook as questions arise. For more information, you can visit the Center for Student Involvement in the Student Center, Building 5000, Room 5101, call 735-5518/9, or email us at csi@guamcc.edu

Congratulations on taking the initiative to enhance your learning experience here at the Guam Community College and we look forward to working with you to develop and increase your leadership potential.

create a great day!

Bobbie LG

Bobbie Leon Guerrero
Program Specialist

Student Organization Structure

BOARD OF TRUSTEES
(Includes voting Student Member)

↕

PRESIDENT

↕

ACADEMIC VICE PRESIDENT

↕

DEAN
School of Technology
& Student Services (TSS)

↕

PROGRAM SPECIALIST
Center for Student Involvement
(CSI)

↕

Council On Postsecondary Student Affairs
(COPSA)

President
Vice President
Secretary
Treasurer
Historian
Parliamentarian
Public Relations Officer
4 Advisors

↕

GCC STUDENT ORGANIZATIONS

- Administrative Professionals Society (APS)
- Adult High School Student Organization
- American Association of University Women, Student Chapter, GCC (AAUW)
- Association of Junior Accountants (AJA)
- Collegiate DECA
- Digital Arts Society (DAS)
- ecoWARRIORS
- Education Student Organization (ESO)
- Hospitality and Tourism Society (HOSTS)
- Japan CLUB
- Math Club

- Medical Assistant Students Organization (MASO)
- Pacific Islands Student Organization (PISO)
- Phi Theta Kappa
- Practical Nursing Student Association (PNSA)
- Science Club
- Social Justice Society (SJS)
- Society of Management Industry Leaders for Excellence (SMILE)
- Sports and Recreation Club (SPARC)
- Talent Club
- Veterans Club

GCC Board of Trustees Student Member

• The GCC Board of Trustees ensures that students receive the highest quality student-centered education and job training.

• Your voting Student Member on the Board ensures that your voice is heard and your concerns are addressed.

• The Board of Trustees Student Member is annually elected during the spring semester and serves for a period of one year.

Council On Postsecondary Student Affairs (COPSA)

• The Council On Postsecondary Student Affairs (COPSA) is the recognized representative body for student governance for all officially registered Postsecondary and Adult High School students.

• COPSA is your GCC student government.

• COPSA serves as a voice for which student concerns are addressed to the GCC administration; plans student activities; approves student organization budgets; and ensures that the College fully considers the needs and interests of students in its decisions and offerings.

• All officially registered GCC Postsecondary and Adult High School students are *automatically* members of COPSA and are encouraged to attend the monthly General Membership meetings held during each semester.

COPSA Goals and Objectives
• To support the overall educational mission of Guam Community College as it relates to student interests.

• To promote the continued creation and development of organizations, programs, and activities that address the needs and interests of GCC students.

• To take the lead in fostering educational growth, cultural and social assimilation, ethnic appreciation and equal access to all college programs.

COPSA Election of Officers
• COPSA annually elects Officers during the spring semester.

• Officers serve for a period of one academic year.

• Complete election guidelines can be obtained from the Center for Student Involvement office and the CSI webpage.

COPSA Social Media
Facebook: **www.facebook.com/gcccopsa**   Instagram: **COPSA_GCC**

GCC Social Media
Facebook: **www.facebook.com/guamcc**   Instagram: **guam_cc**
Twitter: **www.twitter.com/guamcc**   YouTube: **www.youtube.com/user/GuamCCedu**

Categories of Student Organizations

• There are many student organizations currently recognized here at the Guam Community College. You may choose to join an existing student organization or you and other students may decide that you would like to create a student organization that fits your specific needs.

• To create a new student organization, at least ten students must gather and complete all the documents necessary. You will find these requirements defined further ahead in this handbook. *(See "Developing A New Student Organization": page 10).*

• Below are some of the different categories of student organizations.

Departmental & Professional
Focus is with a college academic department or a professional endeavor.
Examples:

- *Administrative Professionals Society*
- *American Association of University Women*
- *Association of Junior Accountants*
- *Collegiate DECA*
- *Digital Arts Society*
- *Education Student Organization*
- *Hospitality and Tourism Society*
- *Math Club*
- *Medical Assistant Students Organization*
- *Practical Nursing Student Association*
- *Science Club*
- *Social Justice Society*
- *Society of Management Industry Leaders for Excellence*

Honorary
Focus is on scholastic achievements.
Example:

- *Phi Theta Kappa*

Mutual Interest
Focus is on a special interest held by a group of students.
Examples:

- *Adult High School Student Organization*
- *EcoWarriors*
- *Japan CLUB*
- *Pacific Islands Student Organization*
- *Sports and Recreation Club*
- *Talent Club*
- *Veterans Club*

GCC Student Organizations

• Becoming a recognized student organization at the Guam Community College presents a terrific opportunity to develop skills within a group, serve the campus community, and have an educationally rewarding experience in the process.

• A Guam Community College student organization is subject to privileges and responsibilities as listed below.

Privileges of a student organization
1. Access to Student Activity Funds.
2. Access to the Guam Community College campus meeting facilities.
3. A mailbox in the Center for Student Involvement (CSI) office and access to CSI bulletin boards.
4. Assistance from CSI staff, COPSA Officers, and the Board of Trustees Student Member.
5. Listing in the CSI Student Organization brochure, the Guam Community College Catalog, and the Guam Community College website.
6. Access to the COPSA Sites Page on MyGCC.
7. Use of the Guam Community College logo on student organization promotional items to signify campus affiliation.

Responsibilities of a student organization
1. Abide by all local and federal laws.
2. Abide by all Guam Community College policies, procedures and requirements.
3. Abide by procedures and regulations pertaining to student organizations found in this Student Organization Handbook.
4. **Abide by requirement that ALL advisors are permanent, full-time faculty or administrators at the Guam Community College.**
5. Attend and participate in student organization and COPSA functions.
6. Abide by all guidelines/rules outlined for the Plan of Action and for all Forms required.
7. Attend all COPSA General Membership meetings.
   a. *At least __one__ (1) student member from a student organization shall attend the COPSA General Membership meetings. This student member should be prepared to **__give a report__** to advise the membership on all activities and/or events that their student organization is planning or has completed. Additionally, this student should report back to their respective student organization, all the activities and/or events being planned by GCC, COPSA and the other student organizations.*
   b. *Should a student member state they have nothing to report, it shall be noted that the student organization was NOT present and will be counted as absent.*
   c. *Should a student organization not have a student member representative attend the COPSA General Membership meeting, their absence will be noted.*
   d. *During the academic year, should a student organization miss three (3) meetings (no student representation), each meeting missed thereafter will result in $100 being deducted from their COPSA Plan of Action funding.*
   e. *A student can only sign-in for __one__ (1) student organization during a COPSA General Membership meeting.*
   f. *At the last COPSA General Membership meeting of the academic year, cash rewards will be given to those student organizations that had perfect attendance for the year. The cash reward will be deposited into the student organization's Fundraising Account.*
8. Attend the Student Organization Officer training at the beginning of the *academic* year to learn about the Plan of Action, Forms, the methodology for utilizing funds, and other aspects important to the smooth function of a student organization. *It is the responsibility of the student organization officers and their advisors to attend this training.*
9. Deposit all student organization funds into a fundraising account established and maintained within the College by the GCC Business Office. GCC student organizations shall NOT open a bank account outside of the accounts expressly approved by the Vice President for Finance and Administration.
10. **Ensure that every officer / member / advisor who will be assisting with the sale of food or beverages during any fundraising efforts has a valid Department of Public Health and Social Services (DPHSS) Health Certificate.** COPSA will organize and fund a Health Certificate Workshop and testing at the beginning of each semester to assist student organization officers, members and advisors with the opportunity to obtain their individual Health Certificate from DPHSS. Any student organization that is found to be in violation for not having all their participants who are assisting with selling food or beverages possess a valid Health Certificate, may cause their activity to be immediately halted.

Developing A New Student Organization

1. To develop a new student organization, at least ten students must gather and determine the specific purpose and goals of the organization.
2. **Students must then secure at least one (1) advisor for the organization. The college requires that ALL advisors are permanent, full-time faculty or administrators at the Guam Community College.**
3. The group must then complete all required documents and submit them to the Center for Student Involvement.

REQUIRED DOCUMENTS

1. **Constitution and By-Laws**
   a. Every student organization must have a Constitution and By-Laws. This will help in the development of a new organization and in the stability of an existing one.
   b. Important aspects to remember about the Constitution and By-Laws are: (1) they must be voted on and approved by the general membership; and (2) they must be submitted to the Center for Student Involvement at the time of registration and any time they are changed. *(See samples in Appendix: Constitution-page 50 and By-Laws-page 52).*

2. **Member Information Form**
   a. New student organizations must have at least ten (10) members to be officially recognized.
   b. This form lists contact information for the officers and members (minimum of ten students) and their advisor(s). This form will need to be updated and submitted to the Center for Student Involvement at the beginning of each academic year. *(See template in Appendix: page 58).*

3. **Advisor Verification Form**
   a. New student organizations must choose their advisor(s) based on their Constitution and By-Laws.
   b. This form must be submitted and approved by the GCC Human Resources Office, CSI and the Dean of the School of Technology and Student Services BEFORE advisors are considered official. This form will need to be updated at the beginning of each academic year and when advisors change. *(See templates: pages 29 & 31).*

4. **Plan of Action and Budget Expenditure Form**
   a. Every new student organization must complete a Plan of Action which outlines the activities that the student organization plans to implement for the school year. *(See template on page 23).*
   b. A Budget Expenditure Form must accompany the Plan of Action to define the expenditures for each activity. *(See template on page 26).*

Approval, Funding and other information

1. Once all documents are received, they will be reviewed and approved by the Center for Student Involvement and then forwarded to the Dean of the School of Technology and Student Services for review and final approval.

2. As soon as the new organization is approved and recognized, it can officially begin operating.

3. Limited start-up funding for all new student organizations will be approved by the Council On Postsecondary Student Affairs (COPSA) subject to their review of the Plan of Action and Budget Expenditure Form. Additional information regarding the Plan of Action can be found in the section entitled Forms and the Management of Funds. *(page 22).*

4. Submit a completed Advisor Verification Form. *(See template on page 29).*

5. The officers and advisors of the student organization are required to attend the Officer/Advisor Training workshop conducted by the Center for Student Involvement each academic year.

6. At least one student organization officer/member must attend the COPSA General Membership meetings.

7. New student organizations may apply for recognition at any time of the year.

Recognizing Existing or Re-Registering Inactive Student Organizations

• To maintain active status and continue being a recognized Guam Community College student organization, the organization must complete and update all required documents and submit them to the Center for Student Involvement.

• *If a student organization is not active and therefore not recognized for six (6) consecutive regular semesters, it will lose all privileges and must re-register with the Guam Community College. In addition, all funds from their student organization Fundraising Account will be turned over for student activity use as approved by the Vice President of Finance and Administration.*

REQUIRED DOCUMENTS

1. **Constitution and By-Laws**
   a. Organize members and submit up-to-date Constitution and By-Laws.
   b. A copy of these documents must be on file with the Center for Student Involvement.
   c. These documents help maintain the stability and structure of student organizations. Amendments to existing Constitution and By-Laws must be: (1) voted on and approved by the general membership, and (2) submitted to the Center for Student Involvement any time they are changed.
   d. Inactive student organizations must organize their members to review and update the existing Constitution and By-Laws and submit them to the Center for Student Involvement for approval.
   e. Constitution and By-Laws must be updated every five (5) years and submitted to the Center for Student Involvement for approval. *Student organizations who do not update their Constitution and By-Laws, will not be able to apply for COPSA funding nor take advantage of any other privileges granted to student organizations.*

2. **Member Information**
   a. Submit updated contact information of the current student organization officers and their advisor(s).
   b. This form will need to be updated and submitted to the Center for Student Involvement at the beginning of each academic year and each time there is a change in officers or advisors. *(See template in Appendix: page 58).*
   c. Inactive student organizations seeking to be re-registered, must have at least ten (10) members to be officially recognized. *(See template in Appendix: page 58).*

3. **Advisor Verification Form**
   a. Student organizations must choose their advisor(s) based on their Constitution and By-Laws.
   b. This form must be submitted and approved by the GCC Human Resources Office, CSI and the Dean of the School of Technology and Student Services BEFORE advisors are considered official. This form will need to be updated at the beginning of each academic year and when advisors change. *(See templates: pages 29 & 31).*

4. **Plan of Action and Budget Expenditure Form**
   a. Complete and submit an annual Plan of Action which outlines the activities that the student organization plans to implement for the school year. *(See template on page 23).*
   b. A Budget Expenditure Form must accompany the Plan of Action to define the expenditures for each activity. *(See template on page 26).*
   c. Comply with all guidelines set for the Plan of Action for the current academic year.

Approval, Funding and other information

1. Once all updated documents are received, they will be reviewed and approved by the Center for Student Involvement and then forwarded to the Dean of the School of Technology and Student Services for review and final approval.

2. Limited funding for all student organizations is approved by COPSA subject to their review of the submitted Plan of Action and Budget Expenditure Form. Additional information regarding the Plan of Action can be found in the section entitled Forms and the Management of Funds. *(page 22).*

3. The officers and the advisors of the student organization are required to attend the Officer/Advisor Training workshop conducted by the Center for Student Involvement each academic year.

4. At least one student organization officer/member must attend the COPSA General Membership meetings.

Student Organization Officer Responsibilities

• The By-Laws of a student organization clearly outline the duties and responsibilities of all officers for the organization.

• While each student organization differs in their make-up of officers, <u>at a minimum</u>, all student organizations <u>MUST</u> have a President, Vice President, Secretary, and Treasurer, or officer positions with similar functions.

Below are just a few examples of the duties of these <u>required</u> officer positions.

President
1. Shall preside over all meetings.
2. Shall use correct parliamentary procedures.
3. Shall appoint all committees.
4. Shall be responsible for the implementation of all decisions.
5. Shall approve all expenditures of funds.
6. Shall represent their organization at college and community functions.

Vice President
1. Shall assume the duties of President in the absence or illness of the President and shall perform other duties as assigned.
2. Shall be responsible for the committee system and shall be a member of every committee.
3. Shall be in charge of any special functions or activities the organization may undertake.

Secretary
1. Shall record the minutes of all meetings of the organization.
2. Shall type all minutes and agendas.
3. Shall issue necessary correspondence.
4. Shall keep a file of the organization's activities to pass down to the next officers.

Treasurer
1. Shall prepare a yearly budget for the organization with the assistance of the advisor.
2. Shall cause checks to be issued for the various services and supplies required by the student organization.
3. Shall receive all funds from business transactions and deposit funds into the student organization account within two (2) business days.
4. Shall present a written financial report at the end of each month.

Advisor Requirements and Responsibilities

Requirements for GCC Advisors
- **The college requires that each student organization have at least one (1) advisor and only utilizes advisors who are permanent, full-time faculty or administrators at the Guam Community College**.
- These advisors are expected to be present during student organization activities both on and off-campus.
- It is in the organization's best interest to have more than one (1) advisor should your primary advisor not be available.
- Student organizations are not allowed to have more than seven (7) advisors.

Requirements for a GCC Volunteer Co-Advisor
- Volunteers can serve as Co-Advisors for student organizations and must proceed to the GCC Human Resources Office to complete the GCC Volunteer Application Form, the Employee Master Record Form, a Processing Checklist and any other required forms. All volunteers seeking a student organization Volunteer Co-Advisor position must be cleared by the Human Resources Office, the Center for Student Involvement, and receive the Dean for the School of Technology and Student Services' approval before they can begin volunteering.
- *Additionally, Volunteers Co-Advisors <u>cannot</u> be listed as student organization advisors of record and <u>do not</u> have the authority to approve or sign any documents relating to the student organization nor will they have supervisory authority over student organizations at any of their events or activities.*

The following will help you select an advisor as well as understand his/her function in your organization.

The Role of an Advisor
An advisor adds to the continuity of your organization by making sure that successive officers of the organization understand the responsibilities they share with their fellow officers as well as explaining the policies established for student organizations. The advisor also possesses a strong level of interest in the mission and purpose of the student organization.

Tips for Selecting an Advisor
1. Before making a selection, keep in mind the following: find someone (a) who will have the time to devote to your organization, and (b) who will take the role willingly and seriously.
2. When approaching your potential advisor for the first time, make certain that he/she has a clear understanding and believes in your organization's purpose as well as what will be required of him/her in their role, duties, and time commitment.
3. Allow the person a reasonable length of time to consider his/her decision.
4. If possible choose someone who shares some of the same interests of your organization.
5. When starting a departmental organization, find someone in that department to be an advisor.

Working With Your Advisors
1. Keep your advisor informed of all organizational activities, meeting times, locations, and agendas. It is best to meet with your advisors at least one week before your meetings to go over the agenda and topics to be discussed at the meetings, as well as all plans and problems.
2. Provide advisors with minutes of meetings, as well as any other materials that are sent to the members.
3. Your primary advisor cannot attend all your meetings. Therefore, let the other advisors also know about the meetings so they can attend, as well as meet with your primary advisor after the meeting to brief him/her on what happened.
4. Be open to suggestions and feedback from your advisors. Their knowledge and experience will help in solutions and organizational procedures.
5. Make no commitments for your advisors without their consent.
6. Do not assume your advisors will continue to serve as advisors for the succeeding year unless they have agreed to this.
7. Should any of your advisors not meet expectations, it is the student organization's officers' responsibility and prerogative to relieve them of their advisor status.

Responsibilities of an Advisor

1. Take an active role in advising the student organization.
2. Realize that all the officers and members are volunteers.
3. Know the general purpose of the organization and be familiar with all provisions outlined in their Constitution and By-Laws.
4. Be aware of and have an understanding of those rules pertaining to student organizations at the Guam Community College as well as rules, policies, and procedures governing Guam Community College students.
5. Be aware of liability issues (i.e. off-island travel, off-campus activities, etc.) and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities.
6. Establish with the student organization officers the manner and frequency in which the advisor(s) will participate in the organization's activities, programs, social activities, and meetings.
7. Be available to attend regular and special meetings of the organization and be familiar with parliamentary procedures.
8. Be available to the officers of the organization on a regular basis for advice, consultation, and guidance.
9. It is required that at least one (1) advisor attend and chaperone each student organization activity, and stay for the duration of the event to ensure that all students follow GCC Policies at the activity.
10. Be aware of the organization's events and issues and intervene as needed in conflict situations, miscommunications, etc.
11. Offer positive reinforcement and support.
12. Discuss ideas and provide feedback, but don't dictate.
13. Adhere to the Student Activity Fund financial guidelines.
14. Serve as a liaison officer with other campus offices and staff.
15. Attend COPSA General Membership meetings as a non-voting representative of their student organization.
16. Work with members who may also serve as the emcees for a large-scale or formal function, and assist them with preparing the script and practicing for the entire program.
17. Report to the Center for Student Involvement any activities which may or will violate college policies.

Conducting Meetings

Importance of an Agenda

1. Student organization officers should create the agenda for a meeting and then distribute the agenda to all members at least one week prior to the meeting. This allows members to come prepared for upcoming discussions and decisions.
2. The agenda also provides a focus for the meeting by guiding members to stay on the topics at hand and not drift away to other subjects.
3. The following is an example of a format for most agendas: *(See sample in Appendix: page 62).*

   AGENDA
   I.   Call to Order
   II.   Roll Call
   III.   Approval of prior meeting Minutes
   IV.   Treasurer's Report
   V.   Old Business
   VI.   New Business
   VII.   Action Items for the next meeting
   VIII. Announcements
   IX.   Date / place / time for next meeting
   X.   Adjournment

Recording the Meeting using Minutes

1. The minutes of a meeting are a written record of all business conducted and are extremely important as they clearly define the decisions that were made and what actions are to be taken, by whom and when.
2. If you need to refer to other documents, attach them in an appendix or indicate where they may be found rather than trying to rewrite their intent or summarize them.
3. Archive all your minutes in your student organization files. You will NEED them when submitting your Activity Request Forms, Fund Voucher Forms, or other forms for approval.
4. The following is an example of a format for completing minutes: *(See sample in Appendix: page 63).*

   MINUTES
   I.   Date & Time meeting called to order
   II.   Names of those present and absent
   III.   Approval of prior meeting Minutes
   IV.   Approval of Treasurer's Report
   V.   Old Business – with updates on action items
   VI.   New Business – new items that were discussed
   VII.   Action Items – items completed or due for the next meeting
   VIII. Announcements made
   IX.   Date / place / time for the next meeting
   X.   Time of adjournment

Using Parliamentary Procedures

1. The proper use of Parliamentary Procedures using Robert's Rules of Order can assist the organization in conducting efficient and effective meetings. *(See Parliamentary Procedures Skill Sheet in Appendix: page 65).*
2. It is recommended that the student organization obtain or purchase several copies of Robert's Rules of Order so the officers can familiarize themselves with methods to make motions, use of amendments, number of members required for a quorum or a vote, etc.

Tips on having Productive Meetings

1. Always begin and end on time!
2. Don't waste time on unnecessary or unproductive routines, or unnecessary side conversations.
3. Have a good agenda and a strong leader who will follow the agenda.
4. Distribute the agenda prior to the meeting so members can prepare reports, handouts, etc.
5. Have all the facts prepared or researched in advance.
6. Forward all reading materials to members with enough time for them to read it before the meeting.
7. Choose a meeting time and place that is conducive to concentration, comfort, and discussion.
   (i.e., if the planned discussion involves a location, schedule the meeting at that location, if possible.)

Order for Motions

1. Motion is made

A member addresses the group and states:
"I move that……... *(example: we approve spending no more than $150 for supplies.)*"

2. Motion is seconded *(a motion MUST be seconded in order to be discussed)*

The presider asks:
  "Do I have a second to that motion?"

A <u>different</u> member states:
  "I second the motion" OR
  "I second it" OR
  "I second the motion for purposes of discussion" OR
  "Second"

At this point, the presider of the meeting states the motion for all to hear:
  "It has been moved and seconded that ... *(we approve spending no more than $150 for supplies.)* **"**

3. Motion is discussed

The presider asks:
  "Is there any discussion on the motion?" OR
  "Any discussion?"

After discussion occurs, if any, the presider asks:
  "Is there any further discussion?" before a vote is called.

4. Vote is taken

Once discussion is completed, the presider states:
  "The motion on the floor is to ………… *(approve spending no more than $150 for supplies.)* **"**
      "All those in favor say 'Aye'."   (Vote count is noted for the 'Ayes')
      "All those opposed say 'Nay'." (Vote count is noted for the 'Nays')

5. Motion is identified as approved or failed

A motion MUST receive a majority of the votes in order to be approved.

Depending on the vote, the presider will state:
  "The 'Ayes' have it. Motion to .… *(approve spending no more than $150 for supplies)* **is approved"** OR
  "Motion passes."
OR
  "The 'Nays' have it, motion fails"

Membership

Recruitment

1. The success of any student organization lies in its membership. For both new and established student organizations, recruiting students to attend one of your meetings to determine if they would like to join the organization, is exciting and critical.
2. Like all meetings, it needs to be well-planned and involve some extra interaction from current officers and members. This first meeting is important, because it can be a deciding factor to join.
3. While there is likely to be a lot of enthusiasm, there might also be some discomfort at a first meeting for the prospective new member. Some actions which might cause discomfort to a person are returning members talking amongst themselves and not mingling, no one making an effort to include new people in discussion, and icebreakers which attempt to introduce everyone to everyone as opposed to getting to know a few people well enough.
4. The importance of the first meeting is clear. It should be well-planned and should involve opportunities for members to talk informally with each other, learn about the leadership and goals of the group, have fun, and have an opportunity to become involved in something immediately.

Here are some Tips to Welcome Potential Members to your meetings.

1. Assign someone to meet guests and new attendees at the door to welcome them and introduce them to others.
2. Provide name tags to assist people in learning and remembering names.
3. Have returning members circulate during arrival time to talk with potential members as well as sit with them during the meeting.
4. Play a variety (people have different tastes) of music in background to minimize silences.
5. Provide potential members with the opportunity to sign up to participate in an organizational activity (service project, social) which will occur in the immediate future. This will assist in getting potential members interested and active in the organization.
6. Introduce officers and advisors (special designations on their name tags are also helpful).
7. Inform potential members of the goals of the organization, the opportunities for involvement and the expected level of commitment from members.
8. Notify potential members of the next meeting or activity of the organization.
9. Provide potential members with an officer contact listing.
10. After the meeting, divide up the attendance list and have officers call the attendees to invite them to the next event and to answer any questions.
11. Send out reminders about the organization to attendees.

Retention

1. It is just as important to retain your current members as it is to recruit new ones.
2. Here are some personal ways that Officers, Committee Chairpersons, Activity Chairpersons, and Advisors can express their appreciation and keep members motivated and excited.

Great Job
1. Special thank-you notes that acknowledge their individual achievements.
2. Public recognition.
3. Certificate of excellence.
4. A special awards celebration.

You Make a Difference
1. Invite members who always offer suggestions to sit in on brainstorming sessions.
2. Appoint energetic members to head a special committee or project.
3. Choose a "Member of the Month" to be featured on a bulletin board as an incentive for effort.

Above and Beyond
1. Reward members who always have a positive attitude and never say "no."
2. To motivate team members to work even harder, offer the opportunity to "spend an evening with your favorite movie star" by purchasing and giving away movie tickets.
3. Create fun certificates on the computer that student volunteers can display. Be creative, with crazy categories and wild designs.

Apathetic Membership

If your organization consists of apathetic members, members who are disinterested or don't seem to care, maybe it's time to evaluate its effectiveness.

To do so, you need to answer the following questions:

1. Does your organization match individual goals with group goals? Are your goals clear to the members? Do your members know what is expected of them?
2. Does your organization share leadership and participation among all the members? Is delegation important to your organization?
3. Does your organization stress communication as a two-way street and encourage the expression of both ideas and feelings? Do your members feel free to express their opinions?
4. Does your organization deal with conflict in a positive manner? Is it acknowledged or hidden? Are members encouraged to talk about the problem?
5. Does your organization include members in the process of decision-making?

If you answered most of these questions "no," then you and your members need to review the organization's structure and develop ways in which members are included in the organization's operation. The end result is a dedicated and active member who feels that he/she is a part of the group.

"The Member Who Never Came Back: A Parable" – *author unknown*

It amuses me now to think that this organization spends so much time looking for new members–when I was there all the time. Do you remember me?

I'm the fellow who came to every meeting, but nobody paid any attention to me. I tried several times to be friendly, but all the others seemed to have their own friends to talk to and sit with. I sat down among some unfamiliar faces several times, but they didn't pay much attention to me.

I hoped somebody would ask me to join one of the committees or to somehow participate and contribute–but no one did!!

Finally, because of illness, I missed a meeting. The next month, no one asked me where I had been. I guess it didn't matter very much whether I was there or not. On the next meeting date, I decided to stay home and watch a good TV program. When I attended the next meeting, no one asked me where I was the month before. You might say that I'm a good guy, a good family man, that I hold a responsible job and love my country.

You know who else I am? I'm the member who never came back!

Event Planning and Programming

Program Selection
1. A good program should meet the goals of the organization and the interests of the targeted audience.
2. Consider the Who-What-When-Where-Why-How questions. Do you have enough member support to carry out the plan? Can you get the required facilities and equipment? What other events would conflict with your date? What about set-up and clean-up? And guests? Make initial contacts to answer these questions and any other questions you have. Be sure your group considers all aspects of the activity.
3. Do not repeat a program "that we have always done" unless it meets the needs and interests of current members.

Time and Date Selection
1. Can you realistically accomplish your goal in time? The more involved the program is, the more time needed for planning. There are no hard rules, but generally five to six weeks "lead time" is recommended for major functions. Smaller programs can be accomplished in shorter periods.
2. Select a date far enough in advance to allow for adequate planning.
3. Check with the Center for Student Involvement to avoid date conflicts with activities planned by other student organizations or other college functions.

Budget
1. Determine your budget and expenses. What are all the costs? Can your student organization afford this?
2. Set a realistic budget and be very thorough and complete!

Details and Task Planning
1. Check-list: all the details that need attention with a time-frame to complete each task.
2. Facilities: room reservations, room layout and set-up, lighting and sound equipment, contracts signed, security, food service reservations, clean-up, etc.
3. Finances: prepare budget, order merchandise for resale, order decorations, receive and pay bills, print-sell-and reconcile tickets, etc.
4. Publicity: posters, flyers, table tents, invitations/letters to faculty/staff/administrators/others, public service announcements, press releases, social network sites.
5. Entertainment: selecting and planning, financial arrangements, hospitality, etc.
6. Event Program: agenda/program and script for the emcee to follow. *(See samples in Appendix: pages 59-61).*
7. Miscellaneous: photographer, refreshments, name tags & markers, decorations, etc.

Putting Your Plan Into Action
1. Meet with your group again to set up committees and delegate responsibilities. Match special skills and interests to the tasks to be accomplished.
2. Keep up with committee members and use an appropriate amount of supervision. Confirm all the initial contacts made earlier.
3. Anticipate what might go wrong and what can be done to fix it. What about the weather? What if the speaker doesn't show? What if...? Have a Plan 'B' and even a Plan 'C'.
4. Allow enough lead time for publicity and have a coordinated plan.

Evaluation
1. The event is over and you made it. Questions to ask: How did it go? What worked? What didn't? What can we do to improve this event for next time or for other events?
2. Carefully evaluate the procedures, facilities, everything. Don't leave anything out.
3. This should be completed by individuals planning and participating in the program. If this becomes an annual event, the next organizers will need your written evaluation. Consider what information you would have found helpful. Consider creating a check-list for the organizer to follow for next year's event.

Thanking Everyone
1. Thank everyone who helped you. This should be done in person and in writing.
2. This is a very important step, especially for the continued support of your organization.

Advertising your Events

Guam Community College Graphics Standards

1. The college's image - a sum of beliefs, ideas and impressions - is extremely important to the continued growth and development of Guam Community College. We want to be seen as a quality institution that emphasizes teaching, research, community service and participation. In order to convey that image to our external constituents, we must present a unified and consistent message. To accomplish this goal, we must rely heavily on coordinated visual materials that comply with our graphic standards.
2. The Office of Communications and Promotions (OCP) is the clearinghouse for ALL campus design work that uses the GCC logo. The official GCC logo is available via email from the Office of Communications and Promotions for use ONLY on GCC-related promotional materials, including flyers, t-shirts, and other promotional items such as pens, caps, mugs, etc. Any printed piece or item that bears the GCC logo MUST be cleared for publication/purchase through the Office of Communications and Promotions.

Public Relations Resources

Public Service Announcements

1. Radio and television stations provide free public service time to civic and nonprofit organizations particularly during slow advertising periods. Airing or printing of a public service announcement (PSA), like a news release, is not "guaranteed." The originator of the PSA does not control when or how many times the PSA will run. PSA's can, however, be effective tools.
2. If you would like a PSA to run, please advise the Assistant Director of the Office of Communications and Promotions at least two weeks before you would like the PSA to begin airing, and coordinate with the OCP regarding the content of the message. All PSAs must be approved by the OCP, which will then disseminate the message to the media for airing.

News Releases

1. The most common method of informing the community of activities on the Guam Community College campus is through news releases and social media. Generally one double-spaced page in length, a news release provides facts answering the basic "who, what, when, where, why, and how" questions. If an editor deems the information newsworthy, a reporter may follow up on the story for more detailed information.
2. Although news releases are by no means the end-all of the college's publicity efforts, they do serve as valuable instruments. Information for a news release should be submitted to the Assistant Director of the Office of Communications and Promotions at least two weeks prior to an event.

Social Media

1. Guam Community College has a social media presence on Facebook, Twitter, Instagram, LinkedIn, and YouTube. All other college social media pages created by programs or student organizations should link to, or "friend" the official Guam Community College social media pages. If your program or organization is hosting an event, please email the details to gcc.pio@guamcc.edu for posting on GCC's official social media pages. When posting on your program or student organization's page, please be cognizant of spelling, grammar, and that you are representing the college. Please refer to GCC's Social Media Policy #199.

Web site

The GCC web site (www.guamcc.edu) is also a fantastic source of publicity. To advertise your event on the web site, send all information to the Office of Communication & Promotions at gcc.pio@guamcc.edu and they will post the information under "Events."
Information on an activity should not be sent to the Office of Communications and Promotions until AFTER the activity/event has been formally approved by the Center for Student Involvement and the Dean for the School of Technology and Student Services.

Posters / Flyers / Signs

The Office of Communications and Promotions must approve **ALL** flyer designs for GCC-related events. Before you design your poster or flyer, ask yourself what are the benefits of joining your student organization or attending your group's meeting or event?

Consider including a few of these direct benefits on your poster/flyer to answer anyone's questions:
1. Why should I go to your meeting/event?
2. Will it be fun?
3. Will there be free food and refreshments?
4. Will it help me get a job?
5. Will it help me make contacts to get a job?
6. Will it help me make friends or meet new people?
7. If your poster can incorporate "who, what, when, where, and why," you'll have a better chance of getting the response and attendance you want.
8. *Remember to play to the "What's in it for me?" mentality of many students.*

Design tips
1. Do not use more than 2 or 3 different fonts in your flyer. Make sure your fonts convey your message clearly.
2. Do not make your flyer too "busy." Less is more in the design world.
3. If you wish to incorporate a photo in your flyer, make sure you are loading it into your document proportionally.
4. Be CLEAR and CONCISE with your information, and spell all words CORRECTLY.
5. Flyers that advertise GCC-sanctioned events (which includes all student organization events) MUST contain the GCC logo. Please follow the GCC New Logo Use Guidelines posted on MyGCC in the Student Services tab, under Student Activities.

Posting Guidelines
1. *No poster or announcement can be promoted until the student organization Activity Request form has been formally approved.*
2. All posters <u>MUST be signed and approved</u> by the entities below **BEFORE** being posted on campus:
   a. Communications & Promotions office; **AND** the
      (Located in Bldg. 2000, Room 2238: call 735-5638 or email jayne.flores@guamcc.edu);
   b. Center for Student Involvement (CSI) office; **OR** the
      (Located in Bldg. 5000, Room 5101: call 735-5518/9);
   c. Student Support Services office
      (Located in Bldg. 'B': call 735-5555)
3. Your poster SHOULD:
   a. comply with the Guam Community College graphic standards;
   b. contain the GCC logo (obtained from the OCP);
   c. contain the name of the student organization;
   d. contain the name, date, time, and place of the event; and
   e. contain a contact person's name and number should anyone have any questions.
   Materials which do not include this information will be removed.
4. Your poster SHOULD NOT:
   a. be racist or sexist in content;
   b. contain obscene words;
   c. promote alcohol or other drug usage or any unlawful activity; or
   d. violate GCC rules or local or federal laws.
5. Do not cover current materials that are posted.
6. Do not take down the materials of other organizations, departments or individuals unless they have expired.
7. A maximum of one (1) poster per event may be posted on each bulletin board.
8. Persons or organizations who post materials are responsible for the removal of these materials when the date of event has expired.
9. Information written on posters, flyers, banners and table tents must be written in English or have the English translation included. If acronyms or abbreviations are used, the full translation must be printed. The only exceptions are when acronyms or abbreviations are used for the name of the Guam Community College or campus buildings.
10. Posters are not to be placed on walls, windows, or doors.
11. Do not use glue or staple guns on the bulletin boards. Use a regular stapler, tacks or push pins.

Taping of posters/flyers
Under **NO** circumstances should posters/flyers be taped to any walls or pillars on **ANY** buildings at GCC.

Forms and the Management of Funds

• Once your organization has been officially recognized, there are a number of documents and forms that are required to be utilized when implementing activities and disbursing funds.

• The following pages include details for completing all forms and the proper management of your student organization's funds.

Specifically:
1. Plan of Action and Budget Expenditure Form
2. Advisor or Volunteer Co-Advisor Verification Form
3. Deposit Form
4. Activity Request Form
5. Fund Voucher Form
6. Recommended Guidelines for the Management of Funds
7. Outside Solicitations

Plan of Action and Budget Expenditure forms

Must be completed and approved for all Activities planned for the year and <u>BEFORE</u> any COPSA funds or student organization Fundraising Account funds can be utilized.

1. Submit the completed student organization approved Plan of Action and Budget Expenditures forms to the Center for Student Involvement.
2. CSI and COPSA will review all Plans and funding for each student organization.
3. Once your Plan is approved, a copy will be forwarded to the Business Office, a COPSA Account Number will be assigned and funds will be inputted for your student organization's use.
4. **All student organizations have two (2) account numbers:**
   a. One (1) account number identifies your **fundraising account** money which rolls over each year for your continued access and use; and
   b. One (1) account number identifies your student organization's **COPSA funding** (based on your approved Plan of Action) for the year.
   COPSA funds NOT used <u>by the last business day in May</u>, will be returned to COPSA

<u>Student Organization Plan of Action Form</u>

Guam Community College

Center for Student Involvement

GCC Student Organization **PLAN OF ACTION** for **2017-2018**

Student Organization: _____

Requested COPSA Appropriation: | $1,250.00

TOTAL BUDGET for 2017-2018   **$1,250.00**

Date of Submission: _____

Student Organization's GOALS (Purposes):

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Activity Details for ___

Activity #: | 1
Activity Name: | Fall Festival

☐ **Educational**   ☐ **Fundraiser**   ☐ **Recreational**

Requested COPSA Appropriation: | $150.00
TOTAL Needed for this Activity: | **$0.00**

Start Date: September 1, 2017   **End Date:** October 31, 2017

Goal / Student Learning Outcome

Upon successful completion of this activity, students will be able to: organize and conduct fundraisers or other activities for their student organization.

Tasks / Means   *Students will complete the following tasks:*

Please CHECK all that apply.

☒ **Hold student organization meeting to authorize conducting this activity and/or spending funds**
☒ **Complete minutes needed to conduct this activity and/or spend funds**
☒ **Complete and submit Activity Request Form** *(with all requirements)* **for approval at least 2 weeks prior to event**
  ☒ Organize and obtain all materials / supplies needed   ☒ Organize and recruit necessary volunteers
  ☒ Schedule volunteers for set-up and clean-up times   ☐ For large scale or formal events: Invite VIP guests at least 2 weeks prior to event
  ☐ For large scale or formal events: Submit a Program / Agenda for the event and obtain script approval from CSI and the Dean at least 2 weeks prior to event
  ☐ For large scale or formal events: Submit a written script for MC(s) to use for event and obtain script approval from CSI and the Dean at least 2 weeks prior to event
☒ **Complete and submit Fund Voucher Form** *(with all requirements)* **for approval at least 2 weeks prior to event**
  ☒ Turn in receipts to Business Office to close file
☒ **Deposit money into Fundraising Account within 2 business days** *(if fundraiser)*
☐ **Other tasks:**

Expected Outcomes / Criterion   *Students completed 100% of the necessary tasks checked above and successfully completed their activity.*

☐ Yes   ☐ No
Comments:

Use of Resources / Funds   *Student organizations will utilize their resources / spend funds as follows:*

☒ COPSA Account funds will be used for: the purchase of all items necessary to successfully conduct their student activities during the Festival.

2017-2018 **PLAN OF ACTION** Transmittal Sheet

Student Organization: _____

We hereby understand and acknowledge that non-participation in the Fall or Spring Festival will result in a $150.00 Plan of Action penalty deduction for each Festival.

Signature Approval by student organization for TRANSMITTAL to the Council On Postsecondary Student Affairs (COPSA) for Funding:

President or Vice President DATE	Secretary DATE	Treasurer DATE
Advisor *(Please PRINT name and then sign)* DATE	Advisor *(Please PRINT name and then sign)* DATE	

COPSA approval:

COPSA President or Vice President DATE	COPSA Secretary DATE	COPSA Treasurer DATE
Advisor *(Please PRINT name and then sign)* DATE	Advisor *(Please PRINT name and then sign)* DATE	

☐ Approved   ☐ Disapproved

Bobbie Leon Guerrero, Program Specialist
Center for Student Involvement   **DATE**

Student Organization Budget Expenditure Form

GUAM COMMUNITY COLLEGE
2017-2018 Budget Expenditures

Student Organization: _____

Activity # / Activity Name		COPSA Budget Acct # 2252	Dates Funds Used	Balance COPSA
1.	Fall Festival	$150.00		
2.	Fundraisers / Promotions / Supplies / Recognition Events / Special Activities	$950.00		
3.	Spring Festival	$150.00		
4.				
5.				
6.				
7.				
8.				
9.				
10.				
	Budget Expenditure TOTAL	$1,250.00		

Advisor or Volunteer Co-Advisor Verification Form

Must be completed and approved before any student organization forms can be accepted or approved.

1. Have the form signed by all elected Advisors who meet the GCC Advisor requirement or all Volunteer Co-Advisors.
2. Have the form signed by at least two (2) officers.
3. Attach signed student organization meeting minutes indicating all current officers and advisors.
4. Submit the signed form and minutes indicating the Advisors or Volunteer Co-Advisors to the Center for Student Involvement.
5. The Center for Student Involvement will review the form and minutes and submit the documents to the GCC Human Resources Office for approval certification.
6. Once approved by the GCC Human Resources Office, the Center for Student Involvement will sign the form and forward all documents to the Dean of the School of Technology and Student Services for the final approval signature.
7. Should there be a change of advisors during the school year, signed student organization meeting minutes reflecting the changes and a newly signed Advisor or Volunteer Co-Advisor form must be submitted to the Center for Student Involvement for the approval process.

This form will need to be updated at the beginning of each academic year and when advisors change.

NO student organization forms which REQUIRE an Advisor's signature will be accepted
until a student organization's Advisor Verification Form has been received and formally approved!

Student Organization Advisor Verification Form CHECK-LIST

Form MUST be completed at the beginning of each academic year and/or when new advisors are added!

*NO student organization forms which REQUIRE an Advisor's signature will be accepted
until a student organization's Advisor Verification Form has been received and formally approved!*

X Required Items

☐ Form is signed by all elected Advisors who meet the GCC Advisor Requirement.

☐ Form is signed by **AT LEAST** two (2) Officers.

☐ Signed Student Organization minutes indicating the Officers and the Advisors of the organization are <u>attached</u>.

*All items above <u>MUST</u> be completed <u>BEFORE</u> turning in the Advisor Verification Form
to the Center for Student Involvement.*

DO NOT take this Form to the GCC Human Resources Office

Call the Center for Student Involvement at 735-5518/9, should you need more information.

Student Organization Advisor Verification Form

Date: _____   **Academic Year:** _____

Student Organization: _____

The following individuals were hereby elected to serve as Advisors for our student organization.
** Signed Student Organization minutes indicating the currently elected Advisors
of this organization MUST be attached to this Form! **

STUDENT ORGANIZATION ADVISOR ACKNOWLEDGEMENT

By signing below, I hereby accept my position as a GCC student organization Advisor for this academic year and acknowledge that I meet the GCC advisor requirement: **"All GCC student organization advisors must be a permanent, full-time, faculty or administrator at the Guam Community College."**

Student Organization ADVISOR *(Print name)*	Student Organization ADVISOR *(Signature)*
Student Organization ADVISOR *(Print name)*	Student Organization ADVISOR *(Signature)*
Student Organization ADVISOR *(Print name)*	Student Organization ADVISOR *(Signature)*
Student Organization ADVISOR *(Print name)*	Student Organization ADVISOR *(Signature)*
Student Organization ADVISOR *(Print name)*	Student Organization ADVISOR *(Signature)*

STUDENT ORGANIZATION OFFICER ACKNOWLEDGEMENT

Student Organization OFFICER *(Print TITLE and name)*	Student Organization OFFICER *(Signature)*
Student Organization OFFICER *(Print TITLE and name)*	Student Organization OFFICER *(Signature)*

DO NOT take this Form to the GCC Human Resources Office

GCC Human Resources Office APPROVAL Certification

The above named Advisors hereby meet the GCC Advisor requirement stated above.

HRO Representative *(Print NAME and SIGN)*	Date

AUTHORIZING SIGNATURES

BOBBIE LEON GUERRERO, Program Specialist	**MICHAEL L. CHAN, Ed.D., Dean**
Center for Student Involvement	School of Technology & Student Services

Student Organization Volunteer Co-Advisor Verification Form
CHECK-LIST

**Form MUST be completed at the beginning of each academic year
and/or when new Volunteer Co-Advisors are added!**

*Volunteer Co-Advisors <u>cannot</u> be listed as student organization advisors of record and <u>do not</u> have the authority
to approve or sign any documents relating to the student organization
nor will they have supervisory authority over student organizations at any of their events or activties.*

X   Required Items

☐   Form is signed by all Volunteer Co-Advisors.

☐   Form is signed by **AT LEAST** two (2) Officers.

☐   Signed Student Organization minutes indicating the Officers and the Volunteer Co-Advisors
of the organization are <u>attached</u>.

*All items above <u>MUST</u> be completed <u>BEFORE</u> turning in the Volunteer Co-Advisor Verification Form
to the Center for Student Involvement.*

DO NOT take this Form to the GCC Human Resources Office

Call the Center for Student Involvement at 735-5518/9, should you need more information.

GCC Student Organization Volunteer Co-Advisor Verification Form

Date: _____

Academic Year: _____

Student Organization: _____

The following individuals were hereby elected to serve as Volunteer Co-Advisors for our student organization.
** Signed Student Organization minutes indicating the currently elected Volunteer Co-Advisors
of this organization **MUST** be attached to this Form! **

STUDENT ORGANIZATION VOLUNTEER CO-ADVISOR ACKNOWLEDGEMENT

By signing below, I hereby accept my position as a GCC student organization Volunteer Co-Advisor for this academic year and acknowledge that I have fully completed and submitted the GCC Volunteer Application Form, Employee Master Record, and a Processing Checklist to the GCC Human Resources Office pending approval certification below.

Additionally, I understand that volunteers cannot be listed as student organization advisors of record and do not have the authority to approve or sign any documents relating to the student organization nor will they have supervisory authority over student organizations.

_____
Student Organization Volunteer Co-ADVISOR
(Print name)

_____
Student Organization Volunteer Co-ADVISOR
(Signature)

_____
Student Organization Volunteer Co-ADVISOR
(Print name)

_____
Student Organization Volunteer Co-ADVISOR
(Signature)

STUDENT ORGANIZATION OFFICER ACKNOWLEDGEMENT

_____
Student Organization OFFICER
(Print TITLE and name)

_____
Student Organization OFFICER *(Signature)*

_____
Student Organization OFFICER
(Print TITLE and name)

_____
Student Organization OFFICER *(Signature)*

DO NOT take this FORM to the GCC Human Resources Office

GCC Human Resources Office APPROVAL Certification

The above named Volunteer Co-Advisors have fully completed and submitted the GCC Volunteer Application form, the Employee Master Records form, a Processing Checklist to the GCC Human Resources Office and are hereby cleared to volunteer.

_____
HRO Representative   *(Print NAME and SIGN)*

_____
Date

AUTHORIZING SIGNATURES

_____
BOBBIE LEON GUERRERO, Program Specialist
Center for Student Involvement

_____
MICHAEL L. CHAN, Ed.D., Dean
School of Technology & Student Services

Deposit Form

Must be completed when making deposits into your student organization fundraising account.

All student organization funds must be deposited into a fundraising account established and maintained within the College by the GCC Business Office. GCC student organizations shall NOT open a bank account outside of the accounts expressly approved by the Vice President for Finance and Administration.

1. All funds from any transaction must be deposited within two (2) business days.
2. Complete all information on the Student Activity Deposit Form.
3. Be sure to indicate your student organization's <u>Fundraising Account Number</u>.
4. Take the completed Student Activity Deposit Form and all funds to the GCC Cashier, Room 2119 in the Student Services and Administration Building, Bldg. 2000, to make your deposit.
5. ***<u>Bring one (1) copy of your completed Deposit form to the cashier. The cashier will NOT make copies for you.</u>***
6. After completion of your deposit, have an officer and advisor sign the Deposit Form for verification and acknowledgement of the deposit. *The officer signing the Form MUST be different from the person who made the deposit with the cashier.*
7. Submit one (1) copy of this Deposit Form showing the cashier's stamp and the officer & advisor signatures to the Center for Student Involvement for placement into your student organization files.
8. If a completed Deposit Form is not submitted to the Center for Student Involvement office within two (2) business days after the deposit should have been made, no further Activity Requests or Fund Vouchers will be accepted.

Student Organization Deposit Form CHECK-LIST

Fundraising money should <u>ONLY</u> be deposited into your Fundraising Account!

All funds received must be deposited within two (2) business days

* A copy of the completed Deposit Form MUST be turned into the Center for Student Involvement office within two (2) business days after the deposit has been made
<u>BEFORE</u> future Activity Request or Fund Voucher Forms will be accepted. *****

**** All student organization funds must be deposited into a fundraising account
established and maintained within the College by the GCC Business Office.
GCC student organizations shall NOT open a bank account outside of the accounts
expressly approved by the Vice President for Finance and Administration. ***

X <u>**Required Items for Cashier**</u>

☐ All necessary information is completed on the form.

☐ Any large amount of coins have been sorted and wrapped in proper denominations.

☐ All checks to be deposited are made out to the Guam Community College.

☐ Form is completed and all money is attached.
   Person preparing deposit form has printed and signed their name.
   Person verifying deposit has printed and signed their name.

☐ One (1) copy of the completed form has been made **BEFORE** proceeding to the Cashier.
   (The Cashier CANNOT make copies)

All items above <u>MUST</u> be completed <u>BEFORE</u> proceeding to the Cashier to complete the deposit.

X <u>**Required Items for the Center for Student Involvement**</u> within two (2) business days after the deposit has been made.

☐ One (1) COPY of the completed Deposit Form stamped by the Cashier.

Copy <u>MUST</u> be signed by <u>BOTH</u> an Officer & Advisor verifying that the deposit has been made.

<u>*Officer signing the Deposit Form MUST be different from the person who made the deposit.*</u>

Call the Center for Student Involvement at 735-5518/9, should you need more information.

Student Organization Deposit Form

GCC
GUAM **COMMUNITY** COLLEGE

Date of Deposit: _____   **Account No:** _____

Student Organization: _____

Activity the Funds were generated from: _____

Date(s) of Activity: _____

Deposit Form **Prepared**

and **Verified** by: _____

Prepared by: PRINT Name and SIGN   *Verified by: PRINT Name and SIGN*

Total Cash/Coins: [   ]

Total Checks: [   ]

TOTAL DEPOSIT: [   ]

For Business Office Use			
x $100			**Cashier Date STAMP & Signature**
x $50			
x $20			
x $10			*(Print name & sign)*
x $5			
x $1			
Coins			
Sub-Total			
Checks			**Receipt No:** _____
TOTAL DEPOSIT			**Bank Bag No:**

Signatures below to be obtained AFTER the deposit has been completed with the Cashier.

Officer signing the Deposit Form MUST be different from the person who made the deposit.

VERIFICATION OF DEPOSIT Signatures

_____   _____
Student Organization OFFICER *(Print name & sign)*   **Student Organization ADVISOR** *(Print name & sign)*

_____   _____
DATE   **DATE**

Activity Request Form
*Must be completed and submitted **at least TWO (2) WEEKS <u>BEFORE</u>** the activity date for <u>**ALL**</u> activities <u>**ON or OFF-campus.**</u>*

1. Complete all information on the Activity Request Form and have the Activity Committee members and Advisors sign the form. ONLY those members and advisors that will be active committee members working on this activity should sign the form.
2. Attach signed minutes authorizing the activity.
3. <u>ONLY</u> if you are using a campus location:
   a. <u>FIRST</u> obtain approval from the Safety Administrator (Bldg. 2000, Rm. 2219; Tel: 788-2223);
   b. <u>SECOND</u> obtain approval from the Student Support Services Office in Building 'B', (Tel: 735-5555) showing confirmation and approval for use of campus space.
4. Should your activity take place on campus outside of college operational hours, or if your activity will involve a large group of people, please check with the Student Support Services Office in Building 'B' to determine if additional security will be required. *Any additional security costs required will be paid by the student organization.*
5. Any posters/flyers to be posted around campus must be signed and approved by:
   a. the Communications & Promotions Assistant Director – call 735-5638 or email jayne.flores@guamcc.edu; AND
   b. the CSI office – call 735-5518/9; OR
   c. the Student Support Services Office in Building 'B' – call 735-5555.
   A copy of the APPROVED poster must be attached to the Activity Request Form. *(Make sure your poster contains all the information needed to answer the questions of: who, what, when, where and why about this activity)*
6. The Communications and Promotions Assistant Director must approve any Press Releases to the media prior to release.
7. Prior to extending an invitation to the Governor, Lt. Governor, Congressional Delegate, senators, justices or judges, the attorney general or government of Guam department heads to appear at your student organization activity, please inform the Communications and Promotions Assistant Director of the invitation and activity details. This way the Communications and Promotions Assistant Director can coordinate should two separate entities on campus desire to invite the same guest speaker to their individual event, and possibly arrange for media coverage of the guest speaker's appearance.
8. All formal events such as Induction Ceremonies, Award Banquets, and all large scale events, should include a courtesy invitation from your student organization to the GCC Board of Trustees, the GCC Foundation Board, the President, Vice Presidents, Deans, Associate Deans, or any other individuals pertinent to the event. The invitations should be distributed at least two (2) weeks prior to the event.
9. For all large scale or formal events, the student organization MUST also:
   a. Attach a Program/Agenda for the event; *(See sample in Appendix: page 59).*
   b. Attach a written script that their emcee will utilize throughout the entire event; *(See sample in Appendix: page 60).*
   c. The Invitation/Program/Agenda and script **must be submitted and approved** by the Center for Student Involvement and the Dean for the School of Technology and Student Services at least four (4) weeks prior to the event.
   Non-submission of the Invitation/Program/Agenda and script may result in the disapproval of the activity.
10. If anyone in your student organization is planning to travel off-island, an Activity Request Form must be completed at least four to six (4-6) months prior to travel for pre-approval. Information provided should detail the purpose of the trip and the relevance for your student organization members/advisors to travel. <u>Until such time that travel is fully approved according to the GCC Travel Policy, airline tickets – hotel reservations – registration fees, and any other costs related to the travel, should NOT be purchased or paid.</u>
11. Have a COPSA Officer approve and sign the Activity Request Form.
12. Submit the completed and signed Activity Request Form, minutes, and all other necessary documents to the Center for Student Involvement.
13. If any of the above has not been completed, the Center for Student Involvement will refer the Activity Request Form back to the student organization for completion.
14. The Center for Student Involvement will review, sign if approved, and then forward the request to the Dean of the School of Technology and Student Services for final approval.
15. A copy of the approved Activity Request Form will be placed in your student organization mailbox located in the Center for Student Involvement, Student Center--Building 5000, Room 5101. Please check your mailbox regularly.
16. **For promotional and liability purposes, a student organization <u>MAY NOT PROCEED</u> with their activity <u>UNTIL AFTER THEIR ACTIVITY HAS BEEN FORMALLY APPROVED</u> by the Center for Student Involvement AND the Dean of the School of Technology and Student Services. Additionally, <u>Liability Waiver forms MUST be submitted for ALL STUDENTS</u> participating in <u>ANY</u> off-campus approved activity.**

Student Organization Activity Request Form CHECK-LIST

***Form and any other necessary documents MUST be turned in AT LEAST two (2) weeks
BEFORE the activity is to be conducted!***

X Required Items

☐ ALL necessary information is completed on the form.

☐ All participating Committee Members have signed the form.

☐ All participating Advisors have signed the form.

☐ Signed Student Organization minutes authorizing this Activity are <u>attached</u>.

☐ Activity Request Form has been signed <u>Approved</u> by a COPSA Officer.

☐ **BEFORE** posting, any flyer promoting the activity has been approved by:

    1) the Communications & Promotions Assistant Director --- Call 735-5638 or email—jayne.flores@guamcc.edu; **AND**

    2) the CSI office; **OR**

    3) the Student Support Services Office --- Call 735-5555 or proceed to Building 'B'.

☐ Any contract that is required to conduct this activity can ONLY be signed by the GCC President and is attached.

☐ Press Release *(if applicable)* promoting activity has been approved by the Communications & Promotions Assistant Director.

☐ **Liability Waiver Forms have been submitted for ALL STUDENTS participating in ANY off-campus approved activity.**

X Using campus space?

☐ Environmental Health & Safety Administrator has approved activity request and signed form. *(Call 788-2223)*

☐ The Student Support Services Office has approved space request and signed form. *(Call 735-5555)*

X Having a large scale activity or formal event?

☐ Submit an Invitation/Program/Agenda for the event <u>AND</u> a Written Script for the MC to use throughout the event for
    approval by the CSI office and the Dean of the School of Technology & Student Services.
        *(These **MUST** be APPROVED **AT LEAST 4** weeks **BEFORE** the event)*

☐ Invite pertinent VIP guests **ONLY AFTER** approval of your event. *(Distribute invitations **AT LEAST** 2 weeks **BEFORE** the event)*

X Using campus space outside of college operational hours OR for an activity that will involve a large number of people?   *Security required!*

☐ Environmental Health & Safety Administrator has approved activity request and signed form. *(Call 788-2223)*

☐ The Student Support Services Office has approved space request, arranged for
    additional security, and signed form. *(Call 735-5555)*
    Any additional Security costs required will be paid by the student organization

X Traveling?

☐ Information for off-island travel must be submitted at least four to six (4-6) months prior to travel for PRE-APPROVAL.

☐ Activity Request Form must detail purpose of trip and relevance for student organization members/advisors to travel.

All <u>applicable</u> items <u>MUST</u> be completed <u>BEFORE</u> turning in the Activity Request Form to the Center for Student Involvement.
Call the Center for Student Involvement at 735-5518/9, should you need more information.

**For promotional & liability purposes, a student organization <u>MAY NOT PROCEED</u> with their activity <u>UNTIL AFTER THEIR ACTIVITY</u>
<u>HAS BEEN FORMALLY APPROVED</u> by the Center for Student Involvement AND the Dean of Student Services.**
Additionally, <u>Liability Waiver forms MUST be submitted for ALL STUDENTS</u> participating in <u>ANY</u> off-campus approved activity.

Student Organization Activity Request Form

Student Organization: _____   **Date of Request:** _____

Proposed Date of Activity: _____   **Time:** from: _____ to: _____

Type of Activity: ☐Educational   ☐Fundraiser   ☐Recreational   ☐Travel

Name of Activity and brief description: _____
_____

Purpose of Activity: _____
_____

Location of Activity: _____
_____

On-Campus location to be reserved? ☐YES ☐NO *If YES, please complete the following steps for your Activity:*

STEP 1: Obtain SAFETY approval	STEP 2: Obtain LOCATION approval *(Building B)*
Using electrical wiring, heating apparatus, hazardous materials or barbequing? ☐**Yes** ☐**No** **Details:**	**Location to be reserved:**
	Time to reserve location: From: To:
Contact: Environmental Health & Safety Administrator *Tel: 788-2223 Location: Bldg. 2000, 2nd Flr., Room 2219*	*Contact: Student Support Services Office* *Tel: 735-5555 Location: Bldg. B*
☐Approved ☐Disapproved	☐Approved ☐Disapproved
SIGNATURE & Date **GREGORIO MANGLONA** **Environmental Health & Safety Administrator**	SIGNATURE & Date **Student Support Services Office**

Activity Committee Members *(Print Name)*	Signature
1.	
2.	
3.	

Advisors* *(Print Name)*	Signature
1.	
2.	
3.	

At least one (1) Advisor is REQUIRED to attend, chaperone and be present for the entire duration of the activity.
Advisors are responsible for ensuring that all students follow GCC Policies at the student organization activity.
Security, when assigned to the activity, will render assistance in maintaining discipline and orderly conduct during the event.

* * Signed Student Organization minutes authorizing this Activity MUST be attached to this Form! * *

Council On Postsecondary Student Affairs (COPSA)   ☐**Approved**   ☐**Disapproved**

_____
COPSA OFFICER *(Print Name and Sign)*   **Date:** _____

REMARKS: _____

For promotional & liability purposes, a student organization MAY NOT PROCEED with their activity UNTIL AFTER THEIR ACTIVITY HAS BEEN FORMALLY APPROVED by the Center for Student Involvement AND the Dean of Student Services.
Additionally, Liability Waiver forms MUST be submitted for ALL STUDENTS participating in ANY off-campus approved activity.

_____   _____
BOBBIE LEON GUERRERO, Program Specialist   **MICHAEL L. CHAN, Ed.D., Dean**
Center for Student Involvement   School of Technology and Student Services

ACTIVITY: _____

DATE of Activity: _____

*By signing this sheet, I acknowledge that I have carefully read and agree to the attached **Participation, Waiver, and Release of Liability Form and Acknowledgement and Assumption of Risk** document and fully understand its contents. I am aware that this is a release of liability and a contract between myself and Guam Community College and I have signed of my own free will. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.*

IF UNDER 18 YEARS OF AGE, SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED.

Name *(Please PRINT clearly)*	Signature	Cell #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
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21.		
22.		
23.		
24.		
25.		

GCC
GUAM COMMUNITY COLLEGE

PARTICIPATION, WAIVER, AND RELEASE OF LIABILITY FORM AND ACKNOWLEDGMENT AND ASSUMPTION OF RISK

In consideration of being allowed to participate in the below described activity, I hereby release, waive, discharge, and covenant not to sue Guam Community College from all liability to myself, to my personal representatives, assigns, heirs and next of kin, for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property of myself, by reason of accident, illness, injury, death, or other consequences arising or resulting directly or indirectly from participation in _____ offered by Guam Community College.

I voluntarily elect to participate in this activity with knowledge of any dangers involved, and I hereby agree to accept and assume any and all risks of property damage, personal injury, or death. Guam Community College and the Territory of Guam asserts lack of responsibility or liability resulting from participation in this activity.

Waiver of Liability and Indemnification:

In consideration for being allowed to voluntarily participate in the above-referenced activity, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I forever:

a. waiver release and discharge Guam Community College, the Territory of Guam, its agencies, officers and employees from any and all negligence and liability for my death disability, personal injury, property damage, property theft or claims

b. indemnify, save, and hold harmless Guam Community College, the Territory of Guam and its agencies, officers, and employees of, from and against any and all claims of any nature including all costs, expenses, and fees arising out of or resulting from my actions during this activity or event.

I hereby consent to receive emergency medical treatment which may be deemed advisable in the event of injury, accident or illness during this activity or event. This release indemnification, and waiver shall be construed broadly to provide a release, indemnification, and waiver to the maximum extent permissible under applicable law.

BY SIGNING THIS RELEASE AND WAIVER OF LIABILITY, THE UNDERSIGNED IS AWARE THAT MAY INVOLVE INHERENT DANGERS AND RISKS AND THE UNDERSIGNED IS VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH KNOWLEDGE OF THE DANGERS AND RISKS INVOLVED AND HEREBY AGREES TO ACCEPT ANY AND ALL RISKS OF INJURY ASSOCIATED THEREBY.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between myself and Guam Community College and I have signed of my own free will. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

IF UNDER 18 YEARS OF AGE, SIGNATURE OF PARENT OR GUARDIAN IS REQUIRED.

Name: _____   Signature: _____

Date: _____

Updated 11/4/11, CKS

Fund Voucher Form

*Must be completed for __ALL__ fund disbursements, **at least TWO (2) WEEKS __BEFORE__ the date the funds are needed.***

1. Complete the required information on the Student Activity Fund Voucher Form and obtain the signatures of one (1) Advisor and the Treasurer or other Officer.
2. Attach signed minutes authorizing the use of funds.
3. Attach a written quotation from the vendor indicating exact costs of the products or services needed. If the total is $500.00 or more, three (3) WRITTEN quotations on vendor's stationary are required. Include the telephone number and complete mailing address for the vendor on the Fund Voucher Form. Justification must be obtained should a quote be $500 or more and the vendor is a sole source provider.
4. Attach a sketch, drawing or printout of the design to be used on a t-shirt, folder, bag or any other promotional item AFTER it has been reviewed and signed approved by the Communications and Promotions Assistant Director. Printed items MUST display the GCC logo.
5. A listing of names of all participants is attached if Fund Voucher is to fund meal/field trip type costs.
   Participant listing is to be provided BEFORE and AFTER the event.
6. Any contract that is required for services/goods can ONLY be signed by the GCC President.
7. A valid Business License must be attached if GCC does not have a vendor on their official listing.
8. If funds are to be used for travel, all documents required by the GCC Travel Policy in addition to student organization minutes approving trip expenses must be completed and attached to the Fund Voucher for EACH person traveling.
   ALL Fund Vouchers for travel must be submitted AT LEAST 6-8 weeks prior to the date of travel.
   Information for off-island travel must be submitted AT LEAST 4-6 months PRIOR to travel for PRE-APPROVAL.
9. Submit the completed Fund Voucher Form, minutes, quotations, and approved sketches to the Center for Student Involvement.
10. If the above has not been completed, the Center for Student Involvement will refer the Fund Voucher Form back to the student organization for completion.
11. The Center for Student Involvement will review, sign if approved, and then forward the request to the Dean of the School of Technology & Student Services for final approval.
12. A fully completed and approved Fund Voucher Form will be submitted to the Business Office for payment processing. ***ALL Fund Vouchers MUST be routed through the Center for Student Involvement. The Business Office will NOT accept Fund Vouchers directly from student organizations.***
13. The Business Office will then issue the check as indicated on the Fund Voucher Form. Only an authorized officer / member / advisor may pick up the check from the Business Office, Room 2107 in the Student Services & Administration Building.
14. For the Business Office to close files on all Fund Voucher requests, original receipts must be turned in for ALL funds expended. ***The original receipt from the vendor for the products or services provided MUST be given to the Business Office within ONE WEEK after the purchase.***
15. ***FAILURE to turn in original receipts will result in the Business Office's REFUSAL to process future Fund Voucher requests for your student organization.***
16. Donations: COPSA funds may NOT be used for outright donations to charities, non-profit groups and similar groups. Exception: if student organization members will be attending a function *(conference, training, etc.)* organized by a charity or non-profit group and must pay them a fee to attend.
17. Recognition events: student organization funds can be used for recognition events, end of the year gatherings and other similar type activities. However, the allowable maximum rate per person must not exceed the current federal per diem rate allowed for Guam. Note that this federal per diem rate must also include beverages and any service charges incurred. Additionally, funding can only be used for student organization members, advisors, and any other members that are allowed per your By-Laws. LINK to federal per diem rates: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm (go to OUTSIDE CONUS, use dropdown arrow to choose Guam, then click CALCULATE)
18. ***REIMBURSEMENTS: The College does not condone reimbursements as it may be an indication that the student organization did not plan ahead adequately for their purchase or event. However, the College also recognizes that at times, certain conditions may arise at the last minute requiring an immediate purchase. Therefore, please AVOID using Fund Vouchers for reimbursements unless there are extenuating circumstances as there is a possibility that your Fund Voucher submitted for reimbursement may not be approved.*** If a Fund Voucher is submitted for reimbursement, the above forms, minutes and all appropriate signatures must still be obtained IN ADDITION TO the original receipt(s) detailing the expended funds. ***Finally, Fund Vouchers for reimbursements must be submitted within two (2) weeks of purchasing any item(s) or service(s) AND must include minutes showing that the reimbursement was PRE-APPROVED.***

Student Organization Fund Voucher Form CHECK-LIST
Form must be turned in AT LEAST two (2) weeks <u>BEFORE</u> funds are needed!

X   <u>**Required Items**</u>

☐   ALL necessary information is completed on the form.

☐   One Advisor and one Officer have signed the form.

☐   Signed Student Organization minutes authorizing specific use of funds are <u>attached</u>.

☐   Written quotation is attached.

     * The complete mailing address and telephone number of the vendor are on the quotation. *

     ** Quotes are REQUIRED from three different vendors if the total is $500.00 or more. **

☐   A listing of names of all participants is attached if Fund Voucher is to fund meal/field trip type costs.

     Participant listing is to be provided BEFORE and AFTER the event.

☐   If Fund Voucher is for a reimbursement, original receipts are <u>attached</u>.

     Fund Vouchers for reimbursements must be submitted within two (2) weeks of purchasing any item(s) or service(s) AND must include minutes showing that the reimbursement was PRE-APPROVED.

☐   If check is to be held: a contact person's name, cell phone number & email address are to be CLEARLY printed on the form.

     Only those people listed will be able to pick up checks and they must bring a valid photo ID.

☐   Any contract that is required for services/goods can ONLY be signed by the GCC President and is attached.

☐   A valid Business License must be submitted if GCC does not have a vendor on their official listing.

X   <u>**Ordering a printed item such as a t-shirt, poster, bag, folder, banner, etc.?**</u>

☐   Printout or sketch of design is attached and has been approved by the Communications & Promotions Assistant Director.   *(Call 735-5638 or email: jayne.flores@guamcc.edu)*

☐   Printed items MUST display the Guam Community College logo.

X   <u>**Using funds for travel expenses?**</u>

☐   Completed all documents required by the GCC Travel Policy in addition to the student organization minutes approving trip expenses for EACH person traveling.

     COPSA funds CANNOT be used for airline ticket purchases.

     *******Fund Vouchers for travel MUST be submitted AT LEAST six to eight (6-8) weeks <u>PRIOR to the date of travel</u>*******

Receipts for every Fund Voucher purchase
MUST be turned in within ONE WEEK after the event/purchase
in order for the Business Office to close the file!

If receipts are not turned in, future Fund Vouchers will NOT be processed!

All <u>applicable</u> items <u>MUST</u> be completed <u>BEFORE</u> turning in the Fund Voucher form to the Center for Student Involvement.
Call the Center for Student Involvement at 735-5518/9, should you need more information.

Student Organization Fund Voucher Form

GUAM COMMUNITY COLLEGE

Date: _____

Student Organization: _____   **Account No.** _____

Item Description	Quantity	Price	Amount
		TOTAL DUE	

Justification: _____
_____

Make check payable to: _____   **Tel No.** _____
(Please type or PRINT clearly)

Mailing Address: _____
P.O. Box / Street Address   City   Zip Code

*** Signed Student Organization minutes authorizing this disbursement, quotations, invoices, receipts, and any other necessary documents MUST be attached to this Form! ***

Special Instructions for the Business Office (735-5552, Bldg. 2000, Room 2107)

MAIL TO: _____

HOLD FOR: _____

(Please provide Name, Telephone # and EMAIL address for contact person)

Authorizing Signatures

Student Organization OFFICER *(Print name & sign)* _____

BOBBIE LEON GUERRERO, Program Specialist
Center for Student Involvement

Student Organization ADVISOR *(Print name & sign)* _____

MICHAEL L. CHAN, Ed.D., Dean
School of Technology and Student Services

COMMENTS:
_____
_____
_____

Check Number: _____

Verified by: _____
Business Office

Date: _____

Recommended Guidelines for the Management of Funds

Guam Community College recognized student organizations that submit a Plan of Action and Budget Expenditure Form and have their Plan approved by COPSA and the Center for Student Involvement, are eligible to receive Student Activity Funds for their organization. Student organizations can also increase their total funds through organized fundraisers.

Below are a few guidelines related to the sound management of student organization funds.

1. ***All student organization funds must be deposited into a fundraising account established and maintained within the College by the GCC Business Office. GCC student organizations shall NOT open a bank account outside of the accounts expressly approved by the Vice President for Finance and Administration.***
2. Student organizations should not mix organization funds with the private funds of any officer, member, or advisor.
3. All financial obligations should be paid promptly.
4. Deposits should be made within two (2) business days, and appropriate security should be maintained over any cash or checks collected.
5. When requested, receipts should be issued for any money collected by the organization.
6. Always have a budget for each semester and stick to it!
7. It is recommended that the treasurer be required to submit monthly financial reports of the student organization's accounts to an appropriate officer and/or to an advisor.

Outside Solicitations

1. By order of the GCC President, Administrative Directive 2008-01, all solicitations on behalf of the Guam Community College will be handled by the Development and Alumni Relations Office.
   a. Any individual, employee, or organization affiliated with the college wishing to solicit contributions in the name of the college shall complete the Development and Alumni Relations Office Fundraising and Solicitation Request Form. Call 735-5516/5554 for more information.
   b. ***Procedures and forms from the Development and Alumni Relations Office are included in this Handbook in the following three (3) pages.***
   c. *Please be advised that the Development and Alumni Relations Office procedures are subject to change after the printing of this Handbook.*
2. Student organizations:
   a. Will be allowed to continue with their normal type fundraisers: car washes, bake sales, lunch plate sales, etc., WITHOUT having to complete the Fundraising and Solicitation Request Form.
   b. **MUST** complete and receive approval for all their fundraisers utilizing the proper forms required by the Center for Student Involvement (CSI).
   c. Even with proper CSI approval, are **NOT** allowed to solicit vendors for donations to conduct their fundraisers.
3. ***The President's Administrative Directive does not restrict student organizations from "<u>selling</u>" products or services. The Directive restricts them from "asking" or "soliciting" for things.***

Fundraising and Solicitation Procedures

To maximize the College's solicitation efforts, the following procedures shall be followed by all departments and organizations associated with Guam Community College for all solicitation activities designed to benefit the college. For the purposes of these procedures, solicitation activities are defined as those that solicit funds from off-campus businesses, individuals, and organizations. Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, gifts-in-kind, and deferred or planned gifts. College departments that seek equipment donations to supplement their programs must also adhere to this policy.

Any individual, employee, or organization affiliated with the college wishing to solicit contributions in the name of the college must complete a Fund Raising and Solicitation Request Form. If the request is on the behalf of a student organization, the Center for Student Involvement Office will inform the Development & Alumni Relations Office of the proposed activity.

Thirty days after the completion of any approved activity, a Fundraising and Solicitation Report Form must be completed and submitted to the Development & Alumni Relations Office. Organizations that engage in an annual fundraiser may resubmit their Fundraising and Solicitation Request Form from the prior year with needed updates or changes.

Ideas for Fundraising (This is a short list….there are many, many more ideas out there)
Discount Fast Food Cards (Subway, Dominos, Cold Stone)
Fast Food Chain Fundraiser Nights
Candle Sales
Cookie Dough Sales
Gift Wrap Sales
Bake Sales
Car Washes

Guam Community College P.O. Box 23069 GMF Barrigada, Guam 96921
Telephone: 671.735.5614/5554   Fax: 671.734.1003   Location: Building 2000, Rooms 2214 & 2216

Updated as of August 2017   **Development & Alumni Relations**

GCC
GUAM**COMMUNITY**COLLEGE

Fundraising and Solicitation Request Form

1. This Form must be completed for every activity proposed by the entity wishing to undertake a solicitation activity.
2. Submit form to the Development & Alumni Relations Office.
3. Forms must be submitted at least 30 days prior to the start of the activity.

Name: _____ Department: _____

Phone: _____ E-mail: _____

Name of Solicitation Event/Activity: _____

Start & End Date(s) of Activity/Event: _____

Types of donations sought (check all that apply):
□ Cash
□ In-Kind Donations (describe) _____
□ Equipment (describe) _____
□ Other: _____

$ Amount/Goal: _____

How will the donations you receive benefit GCC? _____
_____

Who will conduct the activity and how will you proceed?_____
_____

List businesses, organizations, individuals you plan to solicit (you may attach a list):
_____
_____
_____

How do you plan to provide recognition for any donations received (i.e. thank you letters, etc.)?
_____

Signature: _____ Date: _____

□ Approved by: _____ Date: _____
□ Disapproved Reason: _____ Date: _____

Required Changes: _____

Guam Community College P.O. Box 23069 GMF Barrigada, Guam 96921
Telephone: 671.735.5614/5554   Fax: 671.734.1003   Location: Building 2000, Rooms 2214 & 2216

Updated as of August 2017   **Development & Alumni Relations**

Fundraising and Solicitation Report Form
(Submit within 30 days after completion of event/activity)

Name of Solicitation Event/Activity: _____

Total Dollars Raised: _____

Total In-Kind Donations Received _____

Please list the names of donors who contributed to your activity and what they contributed:

_____

_____

_____

When and how did you thank/recognize your donors? _____

_____

_____

Please return form to the Development & Alumni Relations Office.

Guam Community College P.O. Box 23069 GMF Barrigada, Guam 96921
Telephone: 671.735.5614/5554   Fax: 671.734.1003   Location: Building 2000, Rooms 2214 & 2216

Updated as of August 2017   **Development & Alumni Relations**

APPENDIX

Constitution SAMPLE

By-Laws SAMPLE

Student Organization Officer / Advisor / Member Information Form

Program SAMPLE

Program Script SAMPLE

Meeting Agenda SAMPLE

Meeting Minutes SAMPLE

COPSA Site Page on MyGCC

Parliamentary Procedures Skills Sheet for Handling Main Motions

Constitution SAMPLE

GUAM COMMUNITY COLLEGE

_____
CONSTITUTION

Article I: NAME

Section 1.1:   The name of this organization shall be the _____ under the administrative direction of the Center for Student Involvement (CSI) under the School responsible for Student Services.

Article II: OFFICE

Section 2.1:   The principal office for the _____ shall be located within the CSI office at the Guam Community College (GCC) or a designated location within GCC. The official mailing address is P.O. Box 23069, Barrigada, Guam 96921.

Article III: PURPOSE

Section 3.1:   The purpose of the _____ is to
_____

Section 3.2:   _____

Section 3.3:   _____

Section 3.4:   _____

Article IV: _____ EXECUTIVE COMMITTEE, STUDENT ORGANIZATION REPRESENTATIVES AND ADVISORS

Section 4.1:   The _____ Executive Committee shall consist of the _____ Officers: President, Vice President, Secretary and Treasurer.

Section 4.2:   The Executive Committee shall elect or appoint a Student Representative to attend the COPSA General Membership meetings; this may be the responsibility of the elected officers as needed.

Section 4.3:   After the election and certification of results, the incoming _____ Officers shall elect no more than three (3) advisors.

     Advisors: The College requires that all Advisors must be permanent, full-time faculty or administrators at the Guam Community College. Advisor(s) will have the authority to sign appropriate documents, financial requests, or render any decisions on behalf of the College for activities pertaining to the _____.

     Volunteer Co-Advisors: The College requires that Volunteer Co-Advisors must be fully approved regarding all volunteer requirements of the College. Volunteer Co-Advisors cannot be listed as student organization advisors or record and do not have the authority to approve or sign any documents relating to the student organization nor will they have supervisory authority over student organization events or activities.

Section 4.4:   All members of the _____ Executive Committee shall uphold the _____ Constitution and By-Laws.

Section 4.5:   The responsibilities and duties for the _____ Executive Committee Members and advisors shall be stipulated in the _____ By-Laws.

Article V: ELECTIONS

Section 5.1:   An election shall be held in the spring semester for new _____ Officers for the upcoming school year.

Section 5.2:   The Executive Committee shall post advertisements to recruit students to run in the _____ Officer election.

Section 5.3:   To be declared eligible candidates, prospective candidates for _____ Officers must meet all requirements as outlined in the _____ By-Laws.

Section 5.4:   A _____ Officer's term of office shall be for one (1) academic year. During their term as elected _____ Officers, they shall not hold an officer position with any other GCC Student Organizations.

Article VI: DISSOLUTION

Section 6.1:   In the event that the _____ is dissolved, its remaining assets, and/or outstanding bills/debts shall be paid in full, and if any funds remain, the monies shall be returned to the GCC COPSA student activity fund account under the direction of the CSI administrator in consultation with the Dean responsible for Student Services.

Article VII: AMENDMENTS

Section 7.1:   The _____ shall have the power to recommend to the general membership, any amendments to any article of this Constitution by securing a one-third (1/3) vote of the Executive Committee. The amendments must be ratified by a two-thirds (2/3) vote of those present at the general membership meeting.

Section 7.2:   The _____ Secretary shall distribute the proposed amendments to all _____ Executive Committee members for review and revision of said amendments. The reviewed and/or revised amendments shall be returned to the _____ Secretary within two (2) weeks from date of receipt. The general membership shall ratify the revised amendments as indicated in Article 7.1.

Section 7.3:   Any amendment(s) duly proposed and adopted by the _____, shall be signed by the _____ Executive Committee. The _____ Secretary shall immediately file the newly adopted document with the CSI Office and other required GCC offices, as identified by CSI.

Article VIII: SIGNATURES

Section 8.1:   The following _____ Officers duly signify by their signatures, this _____day of_____, 2017, that they have taken the oath of office, fully understand and accept the responsibilities of their positions, promise to perform their duties on behalf of all members to the best of their abilities, and attest to the merit of the Articles of this document.

_____   _____
President   Vice President
_____   _____
Secretary   Treasurer

ACKNOWLEDGED BY:

_____   _____
Advisor   Advisor

APPROVED BY:

_____   _____
BOBBIE LEON GUERRERO   **MICHAEL L. CHAN, Ed.D.**
Program Specialist   Dean
Center for Student Involvement   School of Technology and Student Services

_____   _____
Date   Date

By-Laws SAMPLE

GUAM COMMUNITY COLLEGE

_____
BY-LAWS

Article I: NAME

Section 1.1: The name of this organization shall be the _____ under the administrative direction of the Center for Student Involvement (CSI) under the School responsible for Student Services.

Article II: OFFICE

Section 2.1: The principal office for the _____ shall be located within the CSI office at the Guam Community College (GCC) or a designated location within GCC. The official mailing address is P.O. Box 23069, Barrigada, Guam 96921.

Article III: PURPOSE

Section 3.1: The purpose of the _____ is to
_____

Section 3.2: _____

Section 3.3: _____

Section 3.4: _____

Article IV: MEMBERSHIP

Section 4.1: Membership is extended to all officially registered Postsecondary and Adult High School students of GCC.

Section 4.2: Members are entitled to participate in all _____ sponsored functions, unless otherwise specified, and are allowed to attend all _____ General Membership meetings.

Section 4.3: All members shall uphold professional conduct at all times.

Article V: DUTIES OF THE _____ OFFICERS

Section 5.1: The _____ Officers shall consist of a President, Vice President, Secretary and Treasurer.

Section 5.2: The Officers will serve as the Executive Committee of the _____.

Section 5.3: Three (3) Officers shall constitute a quorum during Executive Meetings.

Section 5.4: The Officers shall develop the annual Plan of Action and budget based on activities planned for the upcoming academic year.

Article VI: DUTIES OF THE PRESIDENT SHALL INCLUDE THE FOLLOWING:

Section 6.1: Preside over all Executive, General Membership, and Special Meetings as a non-voting member, except in the event of a tie vote, whereupon his/her vote would be a tiebreaker.

Section 6.2: Call meetings on time; manage, direct, and conduct the business and activities of all meetings in an orderly manner.

Section 6.3:   Maintain and enforce the _____ Constitution and By-Laws.

Section 6.4:   Advance the goals and purposes of the _____ and create Special Committees as needed.

Section 6.5:   Participate as a member with full powers to make motions for a debate and vote in any Special Committees.

Section 6.6:   Upon submission of the proposed agenda from the Secretary, the President may make further refinement and/or approve the agenda.

Section 6.7:   Act as a facilitator in group discussions.

Section 6.8:   Appoint any _____ member to any _____ committee with the acceptance of the appointed member.

Section 6.9:   Represent the _____ when interacting with the GCC Administration.

Article VII: DUTIES OF THE VICE PRESIDENT SHALL INCLUDE THE FOLLOWING:

Section 7.1:   In the event of the President's absence in a meeting, and any other prolonged absence, the Vice President shall assume and perform all the duties and responsibilities of the President or unless otherwise specified.

Section 7.2:   Collaborate with publishing any of the _____ publications with the Secretary.

Section 7.3:   Perform other duties assigned by the President.

Article VIII: DUTIES OF THE SECRETARY SHALL INCLUDE THE FOLLOWING:

Section 8.1:   Record minutes of all meetings.

Section 8.2:   Prepare minutes of each meeting to be approved during the next _____ meeting.

Section 8.3:   Keep a record of attendance of all meetings to be attached with the approved signed minutes.

Section 8.4:   Email agendas and minutes with the indication of date, time, and location of the next regular meeting no later than one week before such meeting.

Section 8.5:   Collaborate with the Vice President for the publishing of the _____ publications.

Section 8.6:   Perform other duties assigned by the President.

Article IX: DUTIES OF THE TREASURER SHALL INCLUDE THE FOLLOWING:

Section 9.1:   Keep a record of all monetary transactions. Copies of receipts shall be kept as supporting documents for all monetary transactions.

Section 9.2:   Follow all procedures of the GCC Finance and Administration Division.

Section 9.3:   The _____ Advisor, the Treasurer or any other _____ Officer must sign all Fund Vouchers for any activity sponsored by the _____. No changes shall be made without the consent of the _____ Advisor and a _____ Officer.

Section 9.4:   Ensure that the Chairperson (of each activity) is responsible for turning in all receipts for all requested vouchers no later than one (1) week following the activity. If receipts are not turned in, the respective Chairperson is responsible to provide all monies back to the account.

Section 9.5:   Perform other duties assigned by the President.

Article X: HOLDING OF OTHER POSITIONS AND THE _____ CODE OF CONDUCT

Section 10.1: All _____ Officers have the right to be involved in other GCC student organizations. They, however, shall not hold any other GCC student organization Officer position while serving as an Officer of the _____.

Section 10.2: All Officers must abide by the _____ Code of Conduct. They shall:
   a. Be a GCC post-secondary student currently enrolled in at least 1 (one) GCC post-secondary course for every semester of service (minimum of 3 [three] credits);
   b. Maintain a minimum Grade Point Average (GPA) of 2.0 or better, and must maintain this minimum GPA throughout every semester of service. Should the GPA minimum not be met, the Officer may be requested to step down if justification is not approved by the Executive Committee;
   c. Not be on academic probation;
   d. Not conduct, perform or take any action that may be unethical or question the integrity of the _____ and not be in violation of any of GCC's rules and regulations.
   e. The _____ advisors can require at any time, verification from an officer regarding their academic standing.
   f. Violation of GCC's rules and regulations or any violations of the _____ Code of Conduct will be dealt with accordingly.

Article XI: ELECTION AND CRITERIA OF AN ADVISOR SHALL INCLUDE THE FOLLOWING:

Section 11.1: Prior to their induction, the incoming newly elected and officially certified _____ Officers will meet and elect no more than three (3) advisors.

Section 11.2: Advisors: The College requires that all Advisors must be permanent, full-time faculty or administrators at the Guam Community College. Exceptions will be made for permanent, full-time Program Coordinators whose job description directly links to serving/supporting student extracurricular activities. Advisor(s) will have the authority to sign appropriate documents, financial requests, or render any decisions on behalf of the College for activities pertaining to the _____.

Volunteer Co-Advisors: The College requires that Volunteer Co-Advisors must be fully approved regarding all volunteer requirements of the College. Volunteer Co-Advisors cannot be listed as student organization advisors or record and do not have the authority to approve or sign any documents relating to the student organization nor will they have supervisory authority over student organization events or activities.

Section 11.3: _____ Officers, by a majority vote, shall have the right to remove a _____ Advisor for what they deem as grounds for removal.

Article XII: DUTIES OF THE _____ ADVISORS SHALL INCLUDE THE FOLLOWING:

Section 12.1: Provide advice and information that will enable the _____ Officers to perform their leadership roles sufficiently.

Section 12.2: Act in a facilitating capacity at all functions and meetings of the _____.

Section 12.3: Attend the functions and meetings of _____. At least one (1) Advisor shall always be present at _____ functions and meetings.

Section 12.4: Provide advice and guidance to the _____ Officers regarding College policies, rules and regulations, practices, and legal statutes.

Section 12.5: Sign appropriate documents, financial requests, or render any decisions on behalf of the College for activities pertaining to the _____.

Section 12.6: Work with the CSI Office to ensure regular and on-going communication.

Article XIII: ACTIVITIES AND RESPONSIBILITIES OF _____ AND COPSA
SHALL INCLUDE THE FOLLOWING:

Section 13.1:   The Executive Committee shall elect or appoint a Student Representative to attend the COPSA General Membership meetings. This may be the responsibility of the elected officers as needed.

Section 13.2:   Provide COPSA and the CSI Office with a copy of their Constitution and By-Laws should any amendments be made during the school year.

Section 13.3:   Submit updated and approved Constitution and By-Laws at least once every five (5) years.

Section 13.4:   Complete an annual Plan of Action and all budgetary materials as required by COPSA and the CSI Office.

Article XIV: DUTIES OF THE _____ REPRESENTATIVES
SHALL INCLUDE THE FOLLOWING:

Section 14.1:   Attend COPSA's General Membership meetings to share concerns and needs of the _____ organization.

Section 14.2:   Inform COPSA at its regular meetings if there is any change of officers and/or advisors.

Section 14.3:   Participate as a committee member in any COPSA committees, with the right to make motions and vote.

Section 14.4:   Perform other duties as needed.

Article XV: GENERAL MEMBERSHIP MEETINGS

Section 15.1:   _____ General Membership meetings shall be conducted no less than once a month at a designated time posted no later than one (1) week before such meeting.

Section 15.2:   All General Membership meetings shall be conducted at a GCC designated location, unless otherwise specified.

Section 15.3:   The President can call a "Special Executive or General Membership Meeting" as she/he deems necessary at any time. No business other than the issue(s) for the special meeting shall be discussed.

Section 15.4:   The President can call a "Special Executive or General Membership Meeting" to be conducted via telecommunication, video conferencing or any other means of technology that would provide a convenient means for participation from its membership. Minutes shall be compiled and submitted from these meetings as an official meeting.

Article XVI: ATTENDANCE POLICY

Section 16.1:   All _____ Officers are required to attend every meeting (Executive and General Membership), unless otherwise excused.

Section 16.2:   For any legitimate reason which may interfere with an Officer carrying out his/her duties, the absence must be reported to the President, Vice President, Secretary, or the _____ advisors prior to the event and/or meeting, to include the duration of their absence.

Section 16.3:   If a _____ Officer leaves island for any reason, he/she must notify the Officers/Advisors verbally and in writing one (1) week or five (5) calendar days prior to departure, so arrangements can be made for another officer to take over their responsibilities and duties.

Section 16.4:   All _____ Officers are allowed only two (2) unexcused absences.

Section 16.5: _____ Officer Attendance Policy shall consist of:
- First Unexcused Absence - A verbal warning will be given to the individual.
- Second Unexcused Absence – An official letter from the President or Vice President will be given to the individual by hand for via email.
- Third Unexcused Absence - An official letter from the President or Vice President removing them from office, with the approval of a majority of the other _____ Officers, will be given to the individual by hand or via email.

Article XVII: MEMBER / OFFICER DISCIPLINARY PROCEDURES

Section 17.1: All _____ officers, student representatives, advisors or members can be disciplined for not observing the House Rules during meetings: excessive tardiness, inappropriate behavior, swearing, horse-playing, or speaking when not given the floor. Members can also be disciplined for violating GCC rules and regulations, when deemed necessary by the _____ Officers.

Section 17.2: Policy for disciplining members or Officers shall consist of the following:
- Depending on the severity of the violation, the member/ Officer will first be given a verbal warning;
- Member/ Officer will then be given a second verbal warning which will be recorded in the minutes;
- If the member/Officer still does not observe the House Rules or continues to violate GCC rules and regulations, he/she will be disciplined for the violation.

Section 17.3: Discipline for the violation of the House Rules or other GCC rules and regulations, shall consist of one (1) or all of the following:
- Member/ Officer will be suspended from voting at one (1) meeting;
- Member/ Officer will be suspended from attending meetings or functions for a specified period of time (a minimum of two weeks or a maximum of three months);
- Member/ Officer will be reported to the GCC administration for violation of GCC rules and regulations;
- Officer will be subject to impeachment.

Article XVIII: IMPEACHMENT PROCEDURES

Section 18.1: If any _____ Officer fails to perform his/her duties, takes any action that is extremely unethical or significantly questions the integrity of the _____ , or violates any GCC rules or regulations, the President or a majority of the _____ Officers shall have the power to remove the Officer from office with the following procedures:
- The President or Vice President and an advisor shall meet with the Officer to discuss the failure to perform his/her duties or the violation of the rules or regulations.
- If the Officer still neglects to perform his/her duties, or continues to violate GCC rules or regulations, the _____ Officers will issue a letter regarding his/her duties.
- The Officer will have an opportunity to be heard within two (2) business days after delivery of the letter. After hearing any evidence and reviewing any documents, the _____ Officers will render a final decision.
- Should an Officer be removed, Article XX regarding Vacancies shall be followed.

Section 18.2: In the event of the impeachment of the President, the Vice President shall automatically become the President.

Article XIX: VACANCIES

Section 19.1: If there are any vacancies among the _____ Officers, the President can appoint any GCC postsecondary student member to the vacant position with the majority approval of the _____ Officers.

Section 19.2: If the President does not appoint a member to the vacant position, the Executive Committee can meet to appoint and approve a member to the vacant position

Section 19.3: In the event that the President's position is officially determined to be vacant, the Vice President shall automatically become the President.

Article XX: SPECIAL COMMITTEES

Section 20.1:   The _____ President can create and appoint members to any special _____ committee(s) and give details of the tasks to be accomplished. The committee(s) ceases to exist when the task is completed.

Article XXI: AMENDMENTS

Section 21.1:   Any amendment to the _____ By-Laws shall follow the procedure stipulated in the _____ Constitution.

Article XXII: SIGNATURES

Section 22.1:   The following _____ Officers duly signify by their signatures, this _____day of_____, 2017, that they have the taken the oath of office, fully understand and accept the responsibilities of their positions, promise to perform their duties on behalf of all members to the best of their abilities, and attest to the merit of the Articles of this document.

_____   _____
President   Vice President

_____   _____
Secretary   Treasurer

ACKNOWLEDGED BY:

_____   _____
Advisor   Advisor

APPROVED BY:

_____   _____
BOBBIE LEON GUERRERO   **MICHAEL L. CHAN, Ed.D.**
Program Specialist   Dean
Center for Student Involvement   School of Technology and Student Services

_____   _____
Date   Date

Student Organization Officer / Advisor Contact Information Form

GCC Student Organization _____

Officers	Name	Home #	Work #	Cell #	Email
President					
Vice President					
Secretary					
Treasurer					
Historian					
Parliamentarian					
PR Officer					
Member					
Member					
Member					
Advisor					
Advisor					
Advisor					
Advisor					

To keep your student organization advised of all upcoming events and training,

please update our records and indicate your current officers and advisors with all their contact information.

Program SAMPLE

GCC Student Organization Induction Ceremony

PROGRAM

8:30am
September 1, 2017
Multi-Purpose Auditorium

MC's
Kieth Nonato, COPSA President
Peter Vaughan, COPSA Vice President

Star Spangled Banner / Fanohge Chamoru……..……..……Led by the 2017-2018 COPSA Officers

Invocation……………………………………………………………...…………Barbara Mafnas
Advisor, Medical Assistant Student Organization (MASO)

Welcoming Remarks…………………………………………………….………Mary Okada, Ed.D.
President, Guam Community College

Keynote Address…………………………………………………...…Michael L. Chan, Ed.D.
Dean, School of Technology and Student Services

Oath Issuance and Presentation of Officers………………………...……Bobbie Leon Guerrero
Program Specialist, Center for Student Development

Closing Remarks………………………………………………………………..Luke Fernandez
GCC Board of Trustees Student Member

Refreshments provided by the Council On Postsecondary Student Affairs (COPSA)

Program Script <u>SAMPLE</u>
(Advisors need to work with MC's to practice BEFORE the actual Program)

2017 Induction Ceremony SCRIPT

Kieth: Welcome to the 2017 Induction Ceremony for the Guam Community College student organizations. Good morning, my name is Kieth Nonato and I am the COPSA President.

Peter: Good morning, my name is Peter Vaughan and I am the COPSA Vice President. Before we begin, we ask that everyone please put all your cell phones and pagers on the silent mode or turn them off. Thank you.

(Give time for everyone to get their cell phones and then turn them off)

STAR SPANGLED BANNER / FANOHGE CHAMORU
Kieth: I'd like to call upon my fellow COPSA Officers: Mr. Peter Vaughan, COPSA Vice President; Ms. Ann Fejeran, COPSA Secretary; Ms. May Ann Aloit, COPSA Treasurer; Ms. Joyrena Nachuo, COPSA Parliamentarian; Mr. Joshua Perez, COPSA Public Relations Officer; AND our COPSA Advisors: Mr. Troy Lizama, Ms. Kathryn Maloney, Dr. KristiAnna Santos and Mr. Carl Torres II, to lead us in the Star Spangled Banner & Fanohge Chamoru. Both songs can be found in the back of your Program. Please sing along.

PLEASE STAND. After both the songs are song, please remain standing for the Invocation.

 (Songs are sung)

INVOCATION
Peter: Thank you.

I'd now like to call on Ms. Barbara Mafnas, the Advisor for the Medical Assistant Student Organization to give the Invocation.

(Invocation is given)

INTRODUCTION OF SPECIAL GUESTS
Kieth: Thank you Ms. Mafnas. Please be seated.

At this time, we would like to recognize:
(READ NAMES OF YOUR INVITED SPECIAL GUESTS.)

(ONLY CALL THE NAMES OF THOSE GUESTS THAT ARE PRESENT!)

WELCOMING REMARKS
Peter: Providing today's Welcoming Remarks today is Dr. Mary A.Y. Okada, Chief Executive Officer and President of the Guam Community College.

(Read introduction of President)

Please welcome the President of the Guam Community College, Dr. Mary Okada.

(President gives Welcoming Remarks)

KEYNOTE ADDRESS
Kieth: Thank you President Okada.

Our Keynote Speaker for today is Dr. Michael Chan.

(Read introduction of Dr. Michael Chan)

Please help me welcome our Keynote Speaker, the Dean for the School of Technology and Student Services, Dr. Michael Chan.

(Dr. Chan gives Keynote Address)

OATH ISSUANCE and PRESENTATION OF OFFICERS
Peter: Thank you Dr. Chan.

I'd now like to call upon Ms. Bobbie Leon Guerrero, Program Specialist for the Center for Student Involvement, for a few remarks and to conduct the Oath Issuance and Presentation of Officers.

(Ms. Leon Guerrero gives Oath Issuance and presents Officers)

CLOSING REMARKS
Kieth: Thank you Ms. Leon Guerrero. Please be seated.

I'd now like to call upon Mr. Luke Fernandez, the GCC Board of Trustees Student Member to give Closing Remarks.

(Mr. Fernandez gives Closing Remarks)

ANNOUNCEMENTS
Peter: Thank you Mr. Fernandez.

That concludes the first part of our program, the Induction Ceremony for our 2017-2018 GCC Student Organization Officers and Advisors.

We will now take a 15 minute break to take pictures of each student organization. Once the photo taking is completed, we will then begin the student organization training for all the Officers and Advisors.

THANK YOU!!

Meeting Agenda SAMPLE

Guam Community College
MBC Student Organization

General Membership Meeting for February 16, 2017

AGENDA

1. Call to Order
2. Roll Call
3. Approval of prior meeting Minutes
4. Treasurer's Report
5. Old Business
   a. Awards Banquet
   b. Bake Sales
   c. COPSA Fall Festival
6. New Business
   a. Banner Purchase
   b. Recruitment opportunity
7. Action Items for next meeting
8. Next meeting date and time
9. Announcements
10. Adjournment

Meeting Minutes SAMPLE

Guam Community College
MBAC Student Organization
General Membership Meeting Minutes of February 16, 2017

1. **Call to Order**
   The meeting was called to order at 9:35am in Room A-26.

2. **Roll Call**
   Officers: Kieth Cruz, President; Peter Cruz, Vice President; Ann Cruz, Secretary; MJ Cruz, Treasurer; Joyrena Cruz, Parliamentarian; Joshua Cruz, Public Relations Officer. Members: Luke Cruz, Bobbie Cruz, Donnie Cruz, Latisha Cruz, Nikki Cruz, Jesselyn Cruz, Shawn Cruz, Sam Cruz, Zachary Cruz and Johnny Cruz. Advisors: Troy Cruz, Kathryn Cruz, KristiAnna Cruz, and Carl Cruz II.

3. **Approval of last meeting's Minutes**
   Shawn Cruz made a motion to approve the minutes of February 1, 2017, with no corrections, Luke Cruz seconded the motion. There was no discussion. Unanimous vote, motion carried.

4. **Treasurer's Report:** as of February 15, 2017
   a. MBAC Student Organization COPSA Account #2246: balance to date is $1,225.00.
   b. MBAC Student Organization Fundraising Account #2155: balance to date is $3,775.69.
   c. A deposit of $645.00 was made on February 7, 2017, into the Fundraising Account from the Bake Sales held on April 4, 5 & 6, 2017.
   d. No checks were written since the last meeting.

5. **Old Business**
   a. Car Wash –MBAC will hold a car wash on Saturday, March 8, 2017. Members have already indicated they will bring car wash supplies and soap. Motion was made by Zachary Cruz to appropriate no more than $100.00 from our Fundraising account for reimbursements for last minute supplies that may be needed to ensure a successful car wash. Jesselyn Cruz seconded the motion, no discussion, unanimous vote, motion carried.
   b. Bake sales – the bake sales held on February 4, 5 & 6, 2017, were very successful and a total of $645.00 was deposited into the Fundraising Account on February 7, 2017.
   c. COPSA Spring Festival – MBAC will participate in the upcoming COPSA Spring Festival on Thursday, April 4, 2017, from 4pm-8pm in the Student Center Courtyard by selling food and drinks during this event to raise funds for MBAC activities. MBAC will also participate in the cultural contest in hopes of raising additional funds for the organization. Donnie Cruz made a motion to appropriate no more than $500.00 from our Fundraising Account to purchase all the food, drinks, supplies and any other incidental items needed, and authorize approval for any reimbursements as needed. Bobbie Cruz seconded the motion, no discussion, unanimous vote, motion carried.

6. **New Business**
   a. Banner purchase – MBAC organization needs to purchase two banners to be used during school functions, fundraisers, and any other activities to promote our student organization. Jesselyn Cruz looked into the cost and designs of banners and obtained three written quotes and designs for banners. After review of the quotes and designs, a motion was made by Latisha Cruz to approve spending $600 for two (2) 2ft x 10ft banners to be purchased at the Sign-A-Cruz banner shop using the Fundraising Account. Motion seconded by Johnny Cruz. Discussion followed that the banners should be kept in an advisor's office so that they are always accessible to the organization. Unanimous vote, motion carried.
   b. Recruitment opportunity – MBAC has scheduled an end of the year gathering on campus on May 3rd, 3:00pm – 7:00pm in the campus courtyard. Motion by Sam Cruz, seconded by Nikki Cruz to set up a table with information about MBAC and recruit members. No discussion, unanimous vote, motion carried.

7. **Next meeting date and time**
   Monday, April 8, 2017, 10:00am in Room C-22.

8. **Announcements**
   There were no announcements.

9. **Adjournment**
   Moved by Peter Cruz, seconded by Ann Cruz, motion carried. Meeting ended at 10:30am.

   Minutes taken by:

   Ann Cruz
   MBAC Secretary

COPSA Site Page on MyGCC

Steps to SIGN-UP for the COPSA Sites on MyGCC

1. Log onto MyGCC.
2. Click on the Tab "Sites".
3. On the left side, you will see a "Join Sites" box. Underneath this, you will see a listing of Sites, click on "Academic".
4. Scroll down and click on "COPSA".
5. A box will appear on the top right area asking you to join the COPSA Site, click "Join".
6. The Site Membership Policy will appear. Please read the Policy and then click on the box that says "I have read and understood the school's policy on Site Membership", then click "Submit".
7. A COPSA Guest message will appear on the top right area advising you that you have successfully joined the site, click "OK".
8. Click on the tab "Sites" at the top of the page. The page will refresh and you will now see COPSA listed on the <u>RIGHT</u> side of your page under "My Sites", click on "COPSA".
9. You now have access to documents your student organization can use.

Parliamentary Procedures Skill Sheet for Handling Main Motions

SKILL SHEET FOR HANDLING MAIN MOTIONS
BY
Shane D. Dunbar (MEd), PRP, PAP
Professional Registered Parliamentarian, Professional Accredited Parliamentarian
The Parliamentary Procedure Instructional Materials Center

See http://www.northwest.net/parli-pro/ for a list of 26 additional mini lessons.

• Purpose: To introduce new business	• Require a second
• Take precedence over no other motion. Cannot be made when another motion is before the assembly (is pending)	• Are debatable
• All subsidiary motions can be applied to them	• Require a majority vote (more than half the votes legally cast)
• Not in order when another member has the floor	• Can be amended
	• Can be reconsidered

STEP NUMBER	DESCRIPTION OF THE STEPS AND OTHER IMPORTANT DETAILS	SCRIPT
	ASSUME THAT NO OTHER MOTION IS PENDING.	
1	A member rises and addresses the chair by his/her official title as designated in the By-Laws when no one else has the floor and there is no other motion pending.	**JOHN:-**(Rising) "Mr./Madam President." (John remains standing.) (In some organizations, "Mr./Madam Chairman" may be a proper title.)
2	The chair recognizes the member by announcing his/her name or by nodding in a small assembly.	**CHAIR:-**(Standing) "John." (The chairman remains standing.)
3	The member makes a *main motion* by starting out with the words "I move that" and is then seated. Never use the words "I so move" when making a *main motion*. Use as few words as possible. Try to include information such as what, when, where, how and who. Motions proposing that the assembly "refrain from doing something" or that contain a negative statement should not be used because of possible confusion in voting.	**JOHN:-**(Standing) "**I move that** we hold our annual picnic in the city park on July 15th." (John resumes his seat.)
4	Another member seconds the *main motion* while seated and without recognition from the chair. If there is no second, even after the chair asks for one, the chair says, "Since there is no second, the motion is not before this meeting."	**ANOTHER MEMBER:-**(Seated and without being recognized) "I second it." (Other forms are "I second the motion," or "Second!")
5	The chair states the *main motion* to the assembly. This is called "stating the question."	**CHAIR:-**(Standing) "It is moved and seconded that we hold our annual picnic in the city park on July 15th." (The chairman remains standing.)
6	The assembly debates the merits of the *main motion*. The maker of the motion is entitled to debate first. Each member may debate for ten minutes, twice. Members must rise and address the chair, be recognized by the chair before speaking, and sit after debating. All debate must relate to the *main motion* (must be germane).	**CHAIR:-**(Standing) "Is there any debate?" (The chairman should be seated during debate on the main motion.) (The statement "Are you ready for the question?" may be used instead of "Is there any [or further] debate?")
7	The chair takes a voice vote on the *main motion*. This is called "putting the question." The affirmative vote is taken first. If the results of the voice vote are inconclusive, the chair may call for a *Division of the Assembly* by taking a rising vote or a rising, <u>counted</u> vote. Any member can demand a rising vote by calling out "Division!"	**CHAIR:-**(Standing) "Is there further debate?" (Pause for response) "The question is on the adoption of the motion that we hold our annual picnic in the city park on July 15th. Those in favor, say 'Aye.'" (Pause for response) "Those opposed, say 'No.'" (Pause for response) (The chairman remains standing.)
8	The chair announces the outcome of the voice vote. If the motion is adopted or lost, the effect of the vote, and the next action of the assembly. If the *main motion* receives a tie vote, it is lost. If a rising, <u>counted</u> vote is taken, the chair states the count before announcing the prevailing (winning) side, and it should be entered in the minutes.	**CHAIR:-**(Standing) "The 'Ayes' have it, and the motion is adopted. We will hold our annual picnic in the city park on July 15th. Is there further new business?" (The chairman remains standing.) **OR:** **CHAIR:-**(Standing) "The 'Noes' have it, and the motion is lost. We will not hold our annual picnic in the city park on July 15th. Is there further new business?" (The chairman remains standing.)