


STUDENT CLUB HANDBOOK



**DESIGNED TO BE YOUR GO-TO GUIDE
FOR EVERYTHING YOU NEED TO KNOW
ABOUT RUNNING A CLUB AT
CENTRALIA COLLEGE.**



**Associated Students of
Centralia College**



Welcome from the Student Life and Involvement Center!!

We are excited to work with our student clubs and advisors throughout the year. Our goal is to provide you with the opportunity for co-curricular and extra-curricular activities that enhance the experiences you will receive inside and outside the classroom. Centralia College provides an excellent atmosphere for leadership and skill building with making new friends and, of course, having fun.

Joining a club opens the door to many wonderful experiences and people. Our faculty and staff advisors care about your success and are prepared to provide you with the support you need to excel in your club experience.

Above all, we want you to feel welcome and connected to Centralia College. We hope that you enjoy your club experience and make friendships that last a lifetime.

If you have any questions or need help, please don't hesitate to contact Jesse Andrews, Student Engagement Advisor or me. We look forward to helping you GET INVOLVED and participate in campus life.

Go Blazers,

Shelley K. Bannish, MA
Director of Student Life and Involvement

VISION & MISSION STATEMENTS

STUDENT LIFE VISION STATEMENT

Our vision is to foster an environment that cultivates student learning through innovative programs, activities, and services to help promote student success.

STUDENT LIFE MISSION STATEMENT

Student Life G Involvement is committed to empowering students to create an inclusive and equitable community through engagement and leadership.

SAALT VISION STATEMENT

Inspiring positive change by embracing our core values of equity, open-mindedness, respect, dependability, and integrity.

SAALT MISSION STATEMENT

SAALT is devoted to advocating for the student voice by connecting students through engagement while developing an equitable and inclusive environment.

PURPOSE & BENEFITS OF STUDENT CLUBS

ASCC Clubs are coordinated through the Student Life G Involvement Center. Our clubs provide the student body the opportunity to build community, form networks with other students who share similar interests, and promote awareness about club interests. There are many benefits connected to participating in clubs, for example:



Make New Friends, expand your worldview, and feel connected to campus.



Leadership and professional development, connection with faculty and staff, and resume building.

CENTRALIA COLLEGE DISCLAIMER

By recognizing a club, the College does not assume responsibility for the club's actions or activities; nor does it imply that the College in any way endorses the club's stated aims, objectives, policies, or practices or services for non-college events. A club may not lend its name to non-college groups to procure college facilities or services for non-college events. A club may not use the college name without the express written authorization of the College except to identify its institutional recognition.

Sections of this handbook have been adapted from Whatcom Community College, Columbia Basin College, Walla Walla Community College, and Big Bend Community College.

Recognized Club Guidelines

To conduct business on campus, student clubs must obtain official recognition from the Student Advocacy G Activities Leadership Team (SAALT).

Clubs must abide by the following guidelines to hold recognition status:

- Maintain a minimum active membership of five currently enrolled students at Centralia College. This includes the president/official representative.
- Have a faculty or exempt staff advisor.
- Submit required organizational documents at the beginning of each year. Documents include a charter, constitution, advisor agreement, and club officer team list.
- Be recognized by SAALT during their meeting at the beginning of each year.
- Participate in the quarterly Involvement Fair.
- After each meeting, ensure a copy of the minutes is made available to all members. SAALT may occasionally need this documentation as well.

The student group officers and advisor must attend a club training within two weeks of recognition. Training will include purchasing paperwork, event planning, travel procedures, fundraising guidelines, how to run a meeting, setting goals, and other items as requested.



EXPECTATIONS OF OFFICERS

- Maintain open membership to all students of Centralia College. Membership in the club must be open to all students on a non-discriminatory basis. Exemptions of this are chapters of national associations whose bylaws require limitations on membership. These limits can only be made based on class standing, academic standing, and/or academic major.
- Notify the Student Life staff of any changes in the group name, meeting times/locations, designated leaders, and group purpose by submitting an updated ASCC Club Officer Form.
- Attend club events/meetings or activities.
- Build a positive community within the group and promote leadership development of individual self and group members.
- Adhere to and enforce policies, values, and procedures outlined by the group and this handbook.
- Comply with all College rules and regulations outlined by the Centralia College Student Rights and Responsibilities and uphold the ASCC Constitution and Bylaws.
- Be enrolled in at least six credits.
- Maintain a 2.0 cumulative and quarterly GPA.

EXPECTATIONS OF ADVISORS

- Lend assistance and attend functions of the group.
- Must be currently employed in a professional position at Centralia College. Classified staff cannot be advisors.
- Be familiar with the group's nature, values, and objectives, as well as policies and procedures outlined in the handbook.
- Attend group meetings regularly.
- Review group expenditures and sign necessary forms to comply with state and college policies. When in doubt, consult the Student Life Staff.
- Attend all on and off campus activities. If you cannot attend, an appropriate substitute may be considered and approved by the Director of Student Life & Involvement.
- Enforce and report violations of the Student Rights and Responsibilities Code to the Director of Student Life and Involvement.
- Advisors may only advise one student group.
- All concerns or grievances will be directed to a full-time Student Life staff member.
- Ensure students comply with all College rules and regulations outlined by the Centralia College Student Rights and Responsibilities and uphold the ASCC Constitution and Bylaws.
- Encourage group members to identify and address grievances respectfully and professionally.
- Understand that this is a student club run by students who have the right to choose their advisor and seek a new advisor if they so choose.

EXPECTATIONS OF THE COORDINATOR FOR STUDENT ENGAGEMENT OR STUDENT ENGAGEMENT ADVISOR

- Actively advocate for student clubs.
- Oversee the club charter process.
- Coordinate Involvement Fairs and training sessions.
- Recommend updates to the club website on the College website.
- Keep clubs updated on all current and new policies.

EXPECTATIONS OF SAALT

- Actively advocate for student clubs.
- May be a member of a club.
- May not be a student employee at any other location on campus.
- Represents Centralia College by maintaining academic standards as well as image and professional standards

EXPECTATIONS OF STUDENT LIFE STAFF

- Act as a liaison between student groups, student life, and the administration.
- Promote student groups, membership, and events via tabling and other methods.
- Assist student groups in learning policies and procedures, the club charting process, and the student budget process.
- Advise student groups on marketing resources, program planning, and recruitment strategies.



CLUB RIGHTS & RESPONSIBILITIES

Student Groups have the **RIGHT** to:

- Use the name of the College (for example, NOT Centralia College Yoga Club, but Yoga Club at Centralia College).
- Use the College facilities (if properly scheduled).
- Use the telephone (upon submission of list of authorized users) for group business.
- Have events listed in the College publications.
- Use College vehicles.



Student Groups have the **RESPONSIBILITY** for:

- Making sure their officers are in good academic standing as determined by the College.
- Keeping a current list of officers and a copy of their constitution on file with the ASCC Student Governing Board at all times.
- Complying with all S & A, College, and ASCC policies and procedures.
- Depositing all funds with the Student Life & Involvement Center.
- Making their group open to all students.
- Not doing anything illegal.
- Uploading a copy of their minutes to a platform all members can access.



Student Advocacy Activities Leadership Team



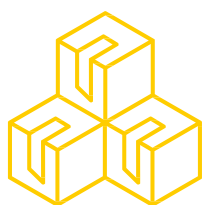
SERVICES & RESOURCES FOR CLUBS

The Student Life and Involvement Center (SLIC) provides the following services and resources to assist clubs:



Club Meeting Space

In SLIC, there is club space. This space can be used for meetings and storage space for supplies. In addition, the Diversity Lounge is also available as a meeting room.



Club Storage

SLIC has locked storage for clubs to store supplies for their group. Your group may request a locker from Student Life. The locked storage is located in TAC 139 and has individual locks. The storage is accessible through SLIC during business hours. Only club executive members and advisors who are listed on the club signature form will be granted access to the storage.



Basic Supplies

Basic office supplies are accessible to student groups and can be accessed at SLIC. SLIC also has cups, paper plates, napkins, plastic wear, plastic table cloths, table linens, butcher paper, board games, volleyball and net, giant lawn games, and many other items for your use.



Copying and Printing

Submit printing requests to SLIC via email. Submit copy requests a minimum of two days before the date needed. Requests submitted on the day of the event cannot be guaranteed.

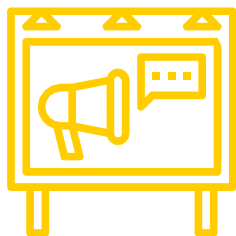


Advertising

Submit requests for the outdoor reader board, Canvas, toilet talk, digital screens, and Blazer Bill's social media to the Student Engagement Advisor. They will ensure that your information is submitted to the proper person for advertising.

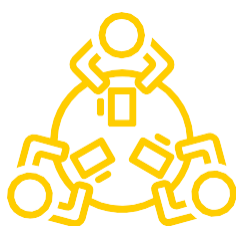
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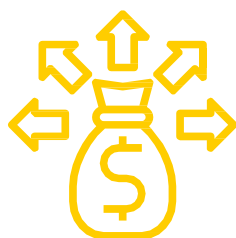
Sandwich Boards

Sandwich Boards are available for checkout. Please check the sandwich board back in on the date they are due.



Room Reservations

Centralia College classrooms and conference rooms for meetings or events are free to student groups. However, there may be a custodial, technical assistance, or security charge. Advisors may reserve rooms through 25Live. SLIC staff may also assist with a room reservation. Please notify the Student Engagement Advisor of room reservations.



Budget Management

All student group funds are administered through the ASCC Student Governing Board. SLIC monitors the budgets and will provide printouts upon request. Please note: all spending must be pre-approved. SLIC is available to answer questions and help you with expenditure procedures.



Consultation Services and Support

SLIC staff can provide student leaders with the following support: purchasing process, event planning support, marketing, club promotion and development strategies, recruitment, leadership training, and continuity information.



Graphic Design & Posting

SLIC can assist in designing flyers, posters, t-shirt designs, etc., for our area and clubs. We will also approve and post your flyers on campus. See more on page 21 regarding posting procedures.



PROHIBITED CLUB ACTIONS

- Off-campus bank accounts of any kind are not allowed.
- Personally, profiting from a club or soliciting from club membership is prohibited.
- Alcoholic beverages at any club sponsored functions, including meetings, conferences, and events, are prohibited.
- Individuals not currently employed as faculty or exempt employee at Centralia College are prohibited from serving as club advisors.
- Unapproved fundraising activities are not allowed.
- Hazing of any kind will not be tolerated. Violations will be sent to the VP of Student Services for action. By definition, hazing is any method of initiation into a student club, or any pastime or amusement engaged in respect to such a group or organization that causes, or is likely to cause bodily danger or physical harm, or severe mental or emotional harm to any student or other person attending the College as described in Washington statute (RCW 28B.10.900).
- Clubs may not discriminate on the basis of gender identity, sexual orientation, race, ethnicity, abilities, age, religion, marital status, or veteran status.
- Clubs may not use student funds to support fundraising activities for outside organizations (non-profits, political organizations, etc.)
- Religiously affiliated clubs may not use student funds for worship or exercise.
- Clubs may not use student funds to purchase "gifts."
- Holding club meetings during a faculty advisor's class time are not allowed. Ex: Yoga club may not hold meetings during CC yoga class. Please ask if you need clarification on your club time.

ANTI-HAZING POLICY

Purpose: Centralia College is committed to and maintains an atmosphere of social and ethical responsibility. It is the College's belief that learning and working occur in environments where learners, employees, and visitors feel safe, secure, and welcome. The College regards responsible pre-initiation activity or extra- and co-curricular activities as a positive educational approach to preparation for a student group or organization membership and affiliation, who maintain different purposes and processes. These purposes and processes may have traditions, and the College supports traditions that match the College's core values. The College further recognizes that a student organization or group may belong to a national oversight organization that holds students accountable to expectations and standards. The College is committed to partnering with these outside affiliates to address hazing allegations and will communicate with them as appropriate.

Policy: Faculty, staff, learners, volunteers (e.g., advisors and volunteer coaches), organizations, groups, alumni, and consultants are members of the "College community" for purposes of this policy. This policy addresses hazing activity by any party, regardless of the existence of consent, and recognizes the act of hazing as illegal, irresponsible, intolerable, and inconsistent with the principles of higher education and basic human development. Hazing is antithetical to this College's commitment to maintaining a positive educational environment. Participation in hazing activities is against the law WAC 132-351-040 (9).

This policy applies to hazing between two or more people affiliated with the college, regardless of whether it occurs at sanctioned or non-sanctioned events, on- or off-campus. This policy applies to student organizations, groups, and individuals and is effective from enrollment to commencement, including breaks in the academic year.

Violation of the stated hazing policy may subject participants, including students and organizations, to arrest, prosecution, and/or disciplinary action, including but not limited to arrest prosecution and/or disciplinary action, including but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the college. Consent to or acquiescence in a hazing activity is not a defense.

If college community members are asked to participate in hazing activities or are uncomfortable with the instructions given as new members, they have the right to say no. If the organization engages in behaviors that college community members believe are hazing, they do not have to participate in or support such activities and must report them.

The College holds students accountable for their behavior on and off campus and addresses behavior that violates the "Student Code of Conduct."

Regardless of chartered status, the group or organization is responsible for ensuring its activities are acceptable under this policy. Questions regarding the acceptability of a proposed organization activity should be discussed with the Student Life & Involvement Center.

College community members have a duty to report violations of this policy of which they become aware in the course of their duties when these duties include responsibility for the safety and wellbeing of other members of the campus community or if they have supervisory, evaluative, grading, or advisory responsibility over other members of the campus community.



NON-STUDENT PARTICIPATION IN ASCC STUDENT GROUPS

Community members may be permitted membership upon the approval of both students and the advisor.

Community members are not permitted to:

- ♦ Represent the student group in any fashion, either on or off campus.
- ♦ Initiate or expend club funds, such as but not limited to utilizing club funds for travel, making copies, etc.
- ♦ Utilize campus resources on behalf of the club.
- ♦ Hold office, vote, or serve in any leadership role.
- ♦ Enter into any agreement on or off campus on behalf of the club.
- ♦ Join for travel of off-campus activities.

Community members must abide by conduct rules for students or be asked to leave.

The club or Centralia College designees have the authority to revoke the invitation of a community member at their discretion.



REVOKING/SUSPENDING CLUB RECOGNITION STATUS

SAALT may revoke, suspend, or deny a club recognition status if the group:

- Does not abide by the ASCC constitution and bylaws, and policies set in this club handbook.
- Does not abide by Policies and Procedures set by Centralia College.
- Commits act(s) of violence or hazing.
- Disrupts SAALT activities or classes in session at Centralia College.
- Violates Local, State, and/or Federal laws.
- Does not follow the procedures to maintain club status, as outlined in the handbook.
- Fails to follow club guidelines.

The Student Engagement Advisor will notify the club representative and advisor when club recognition status is pending. The group officers will have the opportunity to attend a ASCC Student Governing Board meeting to respond. The ASCC Student Governing Board will conduct a final review and determine if the club status should be changed. The Student Engagement Advisor or the Director of Student Life & Involvement will notify the club representative and club advisor of the results. At this time, S & A funds, with the expectation of revenue generated in addition to ASCC dollars, will no longer be available. The club will need to wait one full academic quarter before re-applying to be a recognized student group unless otherwise notified by the Student Engagement Advisor or the Director of Student Life & Involvement.



CLUB FUNDING PROCESS

Once a club is officially recognized by the Student Advocacy & Activities Leadership Team, they may receive funding as outlined in the Student Financial Code. These funds are available to support the club activities and events.

During the annual Student Fee budgeting process, clubs and organizations will outline what events they hope to hold during the next school year and their anticipated cost. The Student Fee Budget committee will recommend a budget to the student governing board and the Vice President of Student Services.

Upon their approval, the budget will go to the College President for final approval. The process is usually complete by the end of May each year. Please see pages 11-14 of the ASCC Financial Code for specific details.

TYPES OF FUNDS



College Foundation

If the club does not use any S&A fees or state funds in the fundraising event, the funds could be deposited into a College Foundation account, and the funds can only be used for the purpose stated on the fundraiser request as approved by SLIC.

522

ASCC accounts for revenues and expenditures associated with officially approved Student Life. 522 accounts do not roll over yearly. Clubs request each winter for the next year. At the end of the fiscal year (June 30), all budgets are zeroed, and any remaining balance is put into the ASCC Campus Project Reserve.



If clubs use any student activities (SGA) fees or state funds for the fundraising event (seed money, etc.), the funds collected from the event are considered subsidized and therefore become state funds that must be used in accordance with college policies and state law and deposited in 522.

SPENDING CLUB MONEY



NOTE: You must put in your purchase request at least two weeks before the event, if not more. All requisitions will be completed by a staff person in the Student Life and Involvement Center.

Purchases/Expenditures:

All student group purchases and expenditures must be approved before the expense is made. The approval process includes: Having a group meeting; with a quorum present vote to approve the expenditure; a copy of the meeting minutes must be turned into SLIC before a purchase request is approved. All expenditures must have the approval of SLIC before the money is committed and spent. Once this is done, a staff person working in SLIC will make a requisition through ctclink. Once that requisition is approved by purchasing, you may proceed with the purchase. It is important to remember that all club budgets are state dollars that are subject to college and state policies.

Reimbursements:

The College strongly discourages reimbursing personal funds from an advisor or a student for club/program expenditures. This should be avoided at all costs. Expenditures must be pre-approved. Original receipts must be included with the paperwork if a reimbursement happens. It is highly recommended that students do not use their personal funds for club purposes. Do not expect to get reimbursed. You could be stuck with the bill.



Revenue:

All revenue generated by the student group must be turned into SLIC the same day these funds are received. Student Groups will be provided with receipts. SLIC has square payment systems available for check out: please ensure to ask at least 3 days prior to your event.



Carry Forward Funds:

At the end of the fiscal year (June 30), any unspent fundraised monies in the student group's budget may be carried over to the subsequent year. The amount of the carryforward is determined by the College Budget Manager.

SPENDING CLUB MONEY

Student Group Inactive for Over Two Years:

Funds held in accounts for student groups not recognized for a period of two consecutive years will be deposited into the general student fund. For more information, see the ASCC Financial Code.

Religious and Political Organizations:

All Centralia College student groups are invited to apply for funding, including religious and political organizations; however, due to federal and state constitutional requirements, we are not allowed to fund any activity which involves religious worship, exercise, or instruction. In addition, state funds cannot be used to support certain political activities, including those supporting or opposing a specific initiative and or candidate.

Donations to Charitable Groups:

Occasionally, student groups are interested in organizing fundraisers for the express purpose of providing a donation to a charitable organization. Due to the constitutional prohibitions of gifting public funds, the student group would not be allowed to use money from their student account to make the donation.

Gifts:

The Washington State Constitution prohibits gifts using public funds. A gift is defined as providing money or goods without receiving something tangible (for example, a product or service) in return. Given the complex and often confusing nature of the "no gifting" rule, please consult with the Student Life Staff if you consider any expenses that might be construed as gifts.



SPENDING CLUB MONEY

Purchase of Equipment or items with a long life:

Items purchased with S & A funds are property of SAALT. If a club's status is revoked or the club does not re-charter, supplies and equipment must be returned to SLIC unless otherwise communicated with the SAALT. Items cannot be purchased to supplement instruction. At the end of the academic year, please return supplies (or an inventory of) so SAALT can complete our inventory.

Rules for Donation to Clubs and Organizations:

Centralia College clubs are tax-exempt, not a non-profit organizations that can give receipts for tax-deductible donations. If a club wishes to receive a tax-deductible donation, the donation must be made to the Centralia College Foundation in the name of the club. The Foundation can then donate the monies to the name student group. These donations must be coordinated and receive approval from the Associate Vice President of Advancement.



Clubs CANNOT, under any circumstances, solicit donations from business or community leaders/organizations without prior approval from the Associate Vice President of Advancement.

Clubs MUST initiate the process for approval to solicit donations through SLIC.

PURCHASING FOOD WITH S & A FUNDS AND SALES OF FOOD

When student groups want to provide food at an on-campus event or a meeting, the food purchase must be approved in advance. Our current dining service has first right of refusal for events you wish to have food served.

All food purchase requests must be submitted two weeks before the meeting/activity by completing a light refreshment form. Again, Student Life Staff will complete the requisition for the purchase.

Purchasing food with S & A funds is not allowed unless approved by the Vice President of Student Services. A light refreshment form must accompany the request.

Potlucks: in the case of a potluck, the food purchase policy does not apply. A potluck is a shared food community event where all participants bring a prepared food contribution to a communal meal. Individuals are allowed to bring food from home. When a club event is advertised as a potluck, club members are allowed to serve this food at the club event to club members only, not to the broader campus. Individual club members will be responsible for any expenses incurred for all potluck meal dishes and associated expenses. There will be no reimbursements for any expenses associated with a club potluck event.

Bake sales: Homemade items may be sold. Lewis County Public Health Acceptable bake sale items include cookies, muffins, double-crust fruit pies, and bread. Foods such as pumpkin pie, custards, and whipped cream toppings are prohibited unless they are store-bought and not homemade. Your bake sale table and items must be labeled appropriately "This item was not made in a commercial kitchen." See the appendix for specific information.



ROOM RESERVATIONS

Room Usage Expectations for Student Groups

Student Leaders who reserve space on campus are:

- Responsible for leaving the room better than when they found it. Please reset the room to the way it was when entered.
- Responsible for securing materials and technology for the room.
- Permitted to be in the room only during scheduled hours and must vacate the room at the scheduled time.



Reserve the room in advance through 25Live with your club advisor or the Student Engagement Advisor.

Available Rooms

Technically the majority of rooms on campus are available for use, but they must be reserved in advance. Spaces available in the TransAlta Commons are TAC 122, 129, 139, and the Diversity Lounge, the area outside of SLIC, the banquet rooms TAC 105 A-C.





Raffles & Film Showings



Raffles vs Drawings?

Clubs fall under state regulations. Raffles are considered gambling by Washington State Law, as they are a 'game of chance.' It is important that clubs understand the terminology when it comes to raffles versus drawing or door prizes. Raffles involve the exchange of money for the chance at winning a prize; this is a form of gambling. Drawings are when students attend an event and voluntarily submit their name to possibly win a prize (no money exchanged). A door prize is when a randomly selected attendee is recognized with a prize for attending; this is usually a nominal prize. When doing a drawing or door prize, please refrain from using the word raffle in connection with the event.

NOTE: SLIC MUST create your raffle tickets due to certain requirements.



Clubs can show a film to their club as long as they purchase the copyright to show the film. Please meet with the SLIC staff to get the copyright purchased.



POSTING PROCEDURES

Flyers must have the following information:

- Title of event.
- Date, time, and location of the event.
- Sponsoring club and how to contact them for more information.
- Cost of admission, if applicable.
- Include the club logo.
- Include the Centralia College logo and discrimination policy for external postings.



SLIC staff will post materials on campus for all club events.

SLIC reserves the right to deny the posting or distribution of flyers or posters if information or materials is commercial, unlawful, and/or contrary to the mission and goals of the College. Posters/flyers for events, classes, programs, or services must clearly identify the sponsoring Centralia College group, organization, or department. Clubs can work with SLIC staff to have their activities and events posted on the Blazer Bill social media pages. Clubs may advertise their events on available sandwich boards 1 week prior to their events. Each club can reserve up to 2 sandwich boards at a time. If available, sandwich boards may be used two weeks prior to the event but cannot be reserved 2 weeks early.



**For more specific details about posting,
see the Centralia College Posting
Procedures.**





TRAVEL PROCEDURES

When students are participating in a club event that requires off-campus travel, there are a few specific guidelines to follow:

- ♦ A club must provide minutes approving the trip, and a Prior Approval for Travel form must be submitted at least three weeks in advance of the trip. If your group needs to fly to get to the destination, then the Prior Approval must be done at least six weeks in advance. For any trip, a list of students attending the trip must be attached to the Prior Approval.
- ♦ A Trip Acknowledgement Form must be filled out by each student participating on the trip. Minors will need signatures from parents/guardians.
- ♦ The club advisor or other designated faculty or staff member must join students on the trip and be present during the entire length of the program if the trip is outside of Centralia city limits.
- ♦ Students participating on the trip must hold a minimum quarterly and cumulative GPA of 2.0 and have passed the previous quarter's classes.

TRAVEL PROCEDURES

- ♦ Students carpooling is only approved within the Centralia city limits. CC faculty or staff must accompany and drive students for trips outside of Centralia.
- ♦ Students with the proper documentation may be cleared to drive college vans or alternative transportation, but the advisor must still attend the trip. Advisors and students may not use personal vehicles to transport on club business.
- ♦ Supplemental travel documents will vary depending on the nature of the trip. Please see SLIC staff a minimum of three weeks prior to the trip.
- ♦ Students participating in ASCC sponsored trips or events that take place off-campus are subject to all the rules and regulations outlined in Centralia's Rights and Responsibilities Code of Conduct.
- ♦ Any student violating the Rights and Responsibilities and Code of Conduct while on travel status will be sent home immediately and required to pay all expenses associated with their participation of that trip.

Student Travel Documents



GLOSSARY OF TERMS

ASCC- Associated Students of Centralia College

SLIC- Student Life & Involvement Center

SAALT- Student Advocacy Activities Leadership Team

SGA Funds- Part of each student's tuition goes towards the Services and Activities Fee (S & A). The ASCC Student Governing Board approves a yearly budget identifying how these funds will be allocated. There are state laws in place outlining permissible use of S & A Funds.

Involvement Fair- The quarterly Involvement Fair is a great way for clubs to promote their activities. The Student Engagement Advisor will notify club officers when the Involvement Fair is scheduled.

TAC- TransAlta Commons building



STAFF CONTACTS

Student Life & Involvement Staff **TAC 137** **360-623-8972**

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Student Advocacy Activities Leadership Team

