INTRODUCTION

Clubs, organizations, and student government are a very important part of college life for many of our students. Leadership potential of students is discovered and developed through the informal atmosphere of organization work. We hope that the enclosed information is helpful. The staff in the Office of Student Activities is always happy to assist you should you have any questions.

This book is your basic guide in working with organizations and activities. It contains the regulations of the Associated Students and administrative policies.

Legal regulations and the Office of Student Activities policy on the handling of club funds are extremely important; these are included in the Finance section. You should become familiar with this section.

Most forms used in the club program are included in this book. We ask that you help and guide your club members and advisor to complete and submit proper forms to the Office of Student Activities at the assigned deadlines. All forms can be found on our website: www.cerritos.edu/activities under forms and resources.

The Inter-Club Council is the governing body for all clubs. All clubs are under the Inter-Club Council, therefore it is a requirement to attend I.C.C. meetings. If you have items for the agenda, please notify the Commissioner of I.C.C. and the Student Activities Coordinator a week before the meeting via their email address.

We look forward to an outstanding club program this year. The Associated Students offer you the privilege of being a campus club or organization. With this privilege comes the responsibility for you to create a professional club image and adhere to rules, regulations, and guidelines set forth by the California Education Code, Cerritos College Board of Trustees, Administration, Student Government, Office of Student Activities, and the Inter-Club Council.
GENERAL INFORMATION
DIRECTORY

1. OFFICE OF STUDENT SERVICES

Dr. Stephen Johnson, Vice President of Student Services
Ms. Anita Rios, Secretary, extension 2236
Office Hours: 8:00am to 4:30pm, Monday through Friday

2. OFFICE OF STUDENT ACTIVITIES

Dr. Gilbert Contreras, Dean of Student Services, Ext. 2476  gicontreras@cerritos.edu
Ms. Maria Isai, Assistant, Ext. 2445  misai@cerritos.edu
Mrs. Amna Jara, Student Activities Coordinator, Ext. 2474  ajara@cerritos.edu
Mrs. Amber Dofner, Assistant, Ext. 2473  adofner@cerritos.edu
Mrs. Cynthia Chavez, Student Events Specialist, Ext. 2475  cchavez@cerritos.edu
Ms. Nikki Jones, ID Center, Ext. 2471  njones@cerritos.edu
ID Center Hours: 8:30am to 4:00pm, Monday through Friday*

Ms. Doreen Pagano, Game Room, Ext. 2479
Game Room Hours: 8:30am to 4:00pm, Monday through Friday *
- ID Center and Game Room closed during the week of finals -
  *Summer hours will be posted

3. BUSINESS OFFICE

Mr. Ali Delawalla, Director of Fiscal Service, Ext. 2266
Ms. Phu Nguyen, Account Technician IV, Ext. 2260
Ms. Kathy Burgos, Accounting Manager, Ext. 2263
Office Hours: 8:00am to 4:30pm, Monday through Friday

4. A.S.C.C. LEADERS

President: Eduardo De La Rosa, BK119 in Student Activities, Ext. 2477  edelarosa@cerritos.edu
Vice President: Ivan Oyarzabal, BK118 in Student Activities, Ext. 2478  ioyarzabal@cerritos.edu

5. A.S.C.C. OFFICERS

Cabinet:
A.S.C.C. President
A.S.C.C. Vice President
Commissioner of Athletics
Commissioner of Budget and Finance
Commissioner of Convocations and Fine Arts
Commissioner of Day Activities
Commissioner of Disabled Students
Commissioner of External Affairs
Commissioner of Information Technology
Commissioner of Inter-Club Council
Commissioner of Night Activities
Commissioner of Public Relations
Commissioner of Records and Information
Commissioner of Student Center
Commissioner of Student Financial Aid
Commissioner of Student Outreach
Commissioner of Student Services
Commissioner of Vocational Education
Party Whip

Court:
  Chief Justice
  Nine (8) Associate Justices

Senate:  Thirty (30) Seats Minimum for Senators
  Maximum number of Senators is based on the FTE (Full Time Equivalent) students for the Fall semester

6. **BOOKSTORE**

   Bookstore Building, Ext. 2460
   Open Monday through Thursday: 7:30 am to 7:00 pm*
   Friday: 7:30 am to 2:00 pm*
   *Hours vary during the Summer semester

7. **TALON MARKS**

   Rich Cameron, Advisor
   Fine Arts Building, extension 2618
   Alicia Edquist, Instructional Aide
   Fine Arts Building, extension 2617
CLUBS AND ORGANIZATIONS

Students are encouraged to participate in campus clubs and organizations. Cerritos College offers a variety of clubs and organizations for every phase of campus life. They provide opportunities for students in social service, curricular, and special interest programs.

The club program is an every growing phase of the college scene, with new clubs appearing each year. Over sixty clubs have the potential of involving 20,000 students in campus activities. Some of the clubs and organizations who have been active in the past are as follows.

Here is a small list of clubs that have been active on campus:

CURRICULAR CLUBS

<table>
<thead>
<tr>
<th>Anthropology Club</th>
<th>Music Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science, Engineering &amp; Technology</td>
<td>Pharmacy Technicians Association</td>
</tr>
<tr>
<td>Art Club</td>
<td>Phi Theta Kappa</td>
</tr>
<tr>
<td>Auto Body Club</td>
<td>Phi Beta Lambda/Business Club</td>
</tr>
<tr>
<td>Board of Accountancy</td>
<td>Phi Rho Pi</td>
</tr>
<tr>
<td>Chicanos/Latinos for Community Medicine</td>
<td>Philosophy Club</td>
</tr>
<tr>
<td>Child Development Club</td>
<td>Photography Club</td>
</tr>
<tr>
<td>Cosmetology Club</td>
<td>Political Science Club</td>
</tr>
<tr>
<td>Court Reporting Club</td>
<td>Pre-Med Club</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Psi Beta/Psychology Club</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>Scholars' Honors Club</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>S.N.A.C.C. (Nursing)</td>
</tr>
<tr>
<td>Economics Club</td>
<td>Sociology Club</td>
</tr>
<tr>
<td>Film &amp; Television</td>
<td>Theatre Arts Society</td>
</tr>
<tr>
<td>Journalism Club</td>
<td>Woodworking Associated</td>
</tr>
<tr>
<td>Math Club</td>
<td>Writer’s Anonymous</td>
</tr>
<tr>
<td>Mu Omega Alpha</td>
<td>WPMD Broadcasting</td>
</tr>
</tbody>
</table>

SPECIAL INTEREST CLUBS

<table>
<thead>
<tr>
<th>Anime Club</th>
<th>M.E.C.H.A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Student Union</td>
<td>Model United Nations Club</td>
</tr>
<tr>
<td>Christian Students</td>
<td>Puente Club</td>
</tr>
<tr>
<td>EOPS Club</td>
<td>Queer Straight Alliance</td>
</tr>
<tr>
<td>Feminist Majority</td>
<td>Environmental Club</td>
</tr>
<tr>
<td>Global History Society</td>
<td>Supporting Parents in College Education</td>
</tr>
<tr>
<td>iFalcon Club</td>
<td>(S.P.I.C.E.)</td>
</tr>
<tr>
<td>Leadership Alliance</td>
<td>Sociology Club</td>
</tr>
<tr>
<td>International Student Association</td>
<td>Students Veterans Club</td>
</tr>
<tr>
<td>Kabarkada Club</td>
<td>Triathlon Club</td>
</tr>
<tr>
<td>Library Club</td>
<td>Order of the Falcon Club</td>
</tr>
</tbody>
</table>

For More Information Contact Student Activities at Extension 2473
For a current list of active clubs, please visit our website: [www.cerritos.edu/ascc](http://www.cerritos.edu/ascc)
INTER-CLUB COUNCIL CONSTITUTION

PREAMBLE
We, the students of Cerritos College, in order to form an organization for the transaction of business, coordination and communication of campus clubs and organizations, do ordain and establish this constitution and assume the power as delegated to us by the Associated Students of Cerritos College.

ARTICLE I NAME
The purpose of this organization shall be:

A. To enforce all rules and regulations of the ASCC Codes pertaining to campus clubs and Club Rules and Regulations as specified in the Club Guide.
B. To assist in the coordination of and in the cooperation between club activities.
C. To act as council for communication between clubs.
D. To assist in the promotion of all club activities.
E. To assist in providing campus or campus-associated activities.
F. To promote friendship and leadership among clubs and club members.

ARTICLE II MEMBERSHIP
Section I All campus clubs of Cerritos College that have been officially chartered and are in good standing shall be the official members of this organization.

Section II The rights and privileges of active membership in this organization shall be:
A. The right to representation in the Inter-Club Council and their respective commissions.
B. The right to vote in the Inter-Club Council and the respective commissions.

ARTICLE III INTER-CLUB COUNCIL
Section I The Inter-Club Council shall be composed of the I.C.C. Commissioner, the Executive Secretary and a representative from each campus club in good standing.

Section II All voting members of the Inter-Club Council must meet the requirements of club membership eligibility as established in the Club Code Section V, Section 5.40 through 5.42, and shall be an active member in good standing of said club.

Section III Each club shall appoint one permanent representative from within its membership. This representative shall have the authority to speak for and make commitments for his/her club, and said club shall be responsible to the Inter-Club council.

Section IV No representative to the Inter-Club Council shall represent more than one member club.

Section V Each club representative to the Inter-Club Council shall serve a term or one semester (they may serve other terms if so appointed by their clubs.)

Section VI The Inter-Club Council shall meet at least once a month throughout the regular college semester.
9.1 Special summer meetings may be called by the I.C.C. Commissioner.
9.2 If 50% of the clubs are not present, the actions taken by summer meetings must be ratified at the next regularly scheduled meeting.
Section VII The Inter-Club Council shall have the power to establish such regulations and procedures pertaining to the same as deemed necessary.

Section VIII All commission by-laws must be approved by the Inter-Club Council.

Section IX The Inter-Club Council shall approve the constitution and grant charters to new clubs.

Section X Attendance:
A. Clubs missing one regularly scheduled meeting may be put on probation.
B. Tardiness shall be defined as coming late or leaving early. Two tardies equal one absence.

Section XI Probation, clubs may be placed on probation by the I.C.C. Commissioner with the approval of the Coordinator of Student Activities.

Section XII Suspension, clubs may be suspended from campus activities by the I.C.C. Commissioner with the approval of the Coordinator of Student Activities.

Section XIII Expulsion, the Inter-Club Council may expel a club for infraction of the rules and regulations pertaining to such organization.

Section XIV Clubs may appeal disciplinary action to the ASCC Court.

ARTICLE IV OFFICERS

Section I The duties of the Commissioner of the Inter-Club Council shall be as follows:
A. Shall preside over all related functions in the coordination and communication of clubs.
B. Shall initiate disciplinary action regarding any organizational infraction of rules and regulations to such groups, with the approval of the Advisor to the Inter-Club Council.
C. Maintain a master calendar of all organizational events.
D. Shall supervise and assist with the formation of new campus clubs.
E. Submit to the Coordinator of Student Activities the establishment of club trust accounts.
F. With the Advisor to Inter-Club Council, shall maintain an active roster of all campus organizations, determining the legality of membership.
G. Preside at all meeting of the Inter-Club Council and shall be an ex-officio member of each commission.
H. Shall select an executive secretary.
I. Shall appoint such standing and special committees as he/she deems necessary and shall serve as ex-officio member of the same.
J. Shall be responsible for Inter-Club Council bulletins and publications.
K. The Commissioner along with the I.C.C. Advisor will consider all club or organizational business coming through the Student Activities Office pertaining to inter-club activities, club participation in school activities, or any matters of club financial activities, or awards which represent the interests of said club or organization.

Section II The duties of the Executive Secretary shall be as follows:
A. Shall be a non-voting member of the Inter-Club Council.
B. Shall be responsible for the publication, filing, and distribution of each Inter-Club Council meeting minutes within a reasonable length of time after each meeting.
C. Shall maintain a central filing system of all correspondence pertaining to clubs, the commissions, the Inter Club Council, and its committees.
D. Shall handle all correspondence for the Inter-Club Council.
E. Shall assist with Inter-Club Council bulletins and publications.
ARTICLE VI  STANDING COMMITTEES

Section I  The Awards Committee

A. The committee will be composed of two (2) representatives from each of the two (2) I.C.C. Commissions plus two (2) students at large.
B. The I.C.C. Commissioner will appoint representatives and will vote only when a tie ensues.
C. The Committee will be responsible for voting on Outstanding Clubs of the Year.
D. The Commissioner, if in his/her opinion, any representative has such a vested interest in any one of the nominated persons or clubs that his/her vote will cast on a discriminatory basis or if a nominated individual is a member of the awards committee, the representative in question may be for the former reason permanently dismissed or for the latter reason may be temporarily displaced from the Committee during vote in question.

ARTICLE VII  ROBERT’S RULES OF ORDER

Robert’s Rules of Order Revised shall be the parliamentary authority for all matters of procedures not specifically covered by these laws.
ASSOCIATED STUDENTS OF CERRITOS COLLEGE

Code Section V

ORGANIZATION CODE

Definition of Club: “Club” shall be defined as a group of people associated for a common purpose that usually meets regularly and such group has met all requirements of the Inter-Club Council (ICC), Associated Students, Cerritos College policies and such regulations as may be stated in the California Education Code.

(The term ORGANIZATION shall mean a club or affiliation, which has an advisor rather than a class with an instructor for which the college collects State moneys for average daily attendance (ADA). This refers to institutions that collect membership dues as opposed to membership fees).

5.10 The by-laws for clubs shall be known as the “Club Code” and shall govern all matters pertaining to officially recognized campus clubs.

5.20 The ICC Commissioner shall assume such duties as stated in the Government Organizations Code, Section 2.738, and shall serve as executive head of the Inter-Club Council.

5.21 There shall be a representative from each club which shall serve on the Inter-Club Council and shall have the powers as stated in the Inter-Club Council Constitution.

5.22 The ICC shall serve as the official authority for the recognition and establishment of a campus club.

5.23 All clubs shall abide by the Inter-Club Constitution and the official Club Guide.

5.30 Finance. The financial transactions for the establishment and liquidation of club trust funds shall be as follows:

5.31 Acquisition of the Trust Fund. Upon approval of a new club as an official campus club by the ICC, a trust account may be assigned to said organization.

5.32 Liquidation of Funds. When a club becomes inactive as a campus club, its funds should be held for no less than three (3) consecutive semesters. If, at the end of such time, the club has made no financial transactions, or the club shows no sign of activity, said club’s account shall be dissolved by the ICC with the approval of the ASCC Cabinet. Said funds shall be placed in the account designated for joint club projects.

5.40 Eligibility for Membership in a Campus Club. Regulations pertaining to the eligibility for membership in a campus club as established by the Associated Students, shall be as follows:

5.41 Students shall have no less than a 2.0 grade point average for the semester prior to membership being granted and must maintain a 2.0 grade point average each semester remaining in said club.

5.42 Each organization must have a minimum of ten (10) members in good standing in order to be an official campus organization and members of all campus organizations sponsored by the Associated Students must be members of the Associated Students each semester of membership in said organization.

5.43 Club members shall maintain enrollment in one (1) unit or more.

5.44 All club officers shall maintain enrollment in five (5) units or more.
5.45 Students placed on conduct probation shall not hold membership in any campus club during their probation period.

5.46 A student may average in his summer grades at his option for eligibility in a club if his grade point average is below 2.0 in his previous semester.

5.47 Specific regulations pertaining to eligibility for membership in campus clubs not stated here shall be established by the constitution of the individual organization.

5.48 No advisor shall be an advisor to more than two (2) clubs at any one time.

5.48 Violation of this section or any above section of the Organization Code shall result in the loss of all I.C.C. voting rights and privileges.
THE ROLE OF AN ADVISOR

- Each campus club must have a full time employee of the college as an advisor
- It is recommended that the club have two advisors on record. One of whom can be a part time employee
- There can be an additional advisor put on the roster for correspondence purposes only. This advisor will not have any signature authority. This is perfect for when an advisor is on sabbatical and still wants to be involved.
- The job of an advisor is to ensure that the college fulfills its obligations to its students and that club activities conform to the California Education Code, the policies of Cerritos Community College District, the by-laws of the Associated Students of Cerritos College and the constitution of the Inter-Club Council
- The use of alcohol and/or controlled substances at social events or meetings by students is strictly forbidden and should be monitored by the club advisor
- Advisor should be present at all meetings whether or not official business is being discussed and/or voted upon, and to provide guidance to meet all policies and procedures
- If the advisor cannot be at any given meeting, the club must reschedule their meeting. No official business can be conducted without the advisor’s presence.
- Advisor’s role is to serve as the official representative of the college to the club
- To work closely with the club to ensure a cooperative relationship between the club members and advisor
- To help the club officers understand their roles and duties
- Know the constitution and by-laws of the organization
- To help students understand and apply democratic principles within their own organizations and in working with others
- To read and understand the policies and regulations of the college and the Associated Students of Cerritos College as they pertain to the student organizations
- To represent the club’s interests to various campus groups or individuals
- Sign all calendar activities, facility requests, and financial reports
- Follow all designated procedures for securing services necessary in carrying out an event, including custodial service
- Supervise the finances of the organization
- Be familiar with administration policies governing student activities
- Be resourceful and guide students along the following lines:
  - Setting up plans for the year’s activities
    - Assisting club officers submit fundraiser and activity requests in a timely manner
  - Helping members know, use and understand established policies and procedures
  - Helping members develop habits of responsibility, leadership and service
  - Keeping accurate records
  - Assisting club members keep organized for all current and future club members
- To be present at all activities after 5PM, off-campus and on weekends
- To be present at all off-campus activities, fundraisers and TV tapings
- To give particular attention to the budgetary functions of the club. Specifically to ensure that all deposits are made in a timely manner. All fundraised funds must be deposited into the club account at the payroll window for the 250 accounts or the foundation office on the day the funds were collected. If the respective offices are closed at the time the fundraiser concludes,
the funds must be left with the advisor or the Student Activities Coordinator. Under no circumstances should a student take the funds home with him/her.

- To assist with the club transition from year to year, the advisor assists the secretary keep track of all agendas, minutes, copies of requisitions and other pertinent materials any future officers will need to keep the club active
- Assist the Office of Student Activities by guiding club members plan for events ahead and turn in the necessary forms in advance
- Submit media requests for the club activities that need media services (microphone, sound etc.)
- Facilitate leadership transition within the club. Since dynamics change with the incoming student leaders, you help maintain the continuity of the club
- Assume the roles of motivator, mentor, planner, counselor and support the students have a productive school year
- Attend all advisor/officer meetings scheduled by the Office of Student Activities
- Communicate any concerns with the Student Activities Coordinator and keep the Office of Student Activities informed of all activities on and off-campus
- Advisor(s) and club members must complete all requisitions for conference or travel when using A.S.C.C., Club or District funds and group must travel together using district transportation at all times. All forms and planning must start at least 45 days prior to travel date
- Schedule a meeting with the Student Activities Coordinator and club officers once per academic year to discuss goals of the club for the year and a chance for questions
- Enjoy yourself and help our students grow through this experience
PROCEDURES TO BECOME AN OFFICIAL CAMPUS ORGANIZATION

The following procedures have been established to assist you in becoming an official campus organization:

1. Confer with the Coordinator of Student Activities and discuss the nature and purpose of the organization. You will be given a sample form to help you in preparing your constitution.
2. Complete and return the roster form within the first five weeks of fall and/or spring semester with signatures of each interested member. A minimum of ten (10) students in good standing is required to be an official club. **
3. Get at a full time member of the College Faculty, Staff or Manager to serve as the advisor of your club. Part time employees may serve as additional advisors.
4. Fill out the bottom part of the roster form to include the club meeting schedule within the first five weeks of the fall and spring semesters. Once a room request has been submitted to the Office of Student Activities, no changes will be allowed. Please ensure that the club meeting schedule meets the needs of the advisors and club members before submitting the room request form to Student Activities.
5. Call an organizational meeting of interested students. Draft a constitution and by-laws.
6. Hold regularly scheduled meetings to complete the organization of the club. Schedule a meeting for the adoption of the constitution. The club must submit the Minutes and Official Vote Form to keep on file in the Office of Student Activities once the constitution has been adopted.
7. Submit the proposed constitution to the Coordinator of Student Activities.
8. When the above steps have been completed the organization is approved.
9. Clear through the Commissioner of Public Relations (located in the Student Activities club room) all publicity that is to be handed out for your club. Example: T-shirts, posters, flyers, newspaper advertisements and newsletters.
10. The newly chartered club is expected to comply with all established rules and regulations as set down by the Office of Student Activities.
11. Your elected I.C.C. representative shall attend all meetings of I.C.C. See schedule for I.C.C. meetings on the Student Activities Calendar of Activities.

* If the organization is affiliated with a national or state organization, submit also a copy of the national or state constitution.

** Good Standing: Current enrollment at Cerritos College, paid CCSA fee, minimum 2.0 GPA prior semester and cumulative.

*** Any Club wishing to receive funding for competition or an activity must have been an official CLUB in good standing for a minimum of two consecutive semesters prior to request. (This means that the Roster and Room Request for both Fall and Spring semester must be on file in Student Activities Office by the first five weeks of each semester).
GENERAL INFORMATION ABOUT CLUB MEETINGS

1. Club meetings are to be held when the advisor and officers are available. All meetings must be approved by the Office of Student Activities and must be held on campus.

2. Club meetings are limited to no more than two each month. This does not include executive board meetings. Special meetings may be called with the approval of club advisors and the Office of Student Activities. If a club wants to meet more often they may request to do so through the Student Activities Coordinator. The request to meet more than twice a month must be communicated through the advisor and also include the name of the advisor that will be attending the additional scheduled meetings.

3. Rooms for club meetings: Fill out a room request form and submit to the Office of Student Activities before the end of the fifth week of each semester. A meeting room will be assigned on the basis of availability. Please communicate with the advisors and the club members of the meeting time, day and location before submitting the form to the Office of Student Activities. Once a room request is submitted to the Office of Student Activities, NO CHANGES MAY BE MADE. Your request to change rooms will be denied. If there is a certain room you would not like to have your club meeting in, please include that room number on the Room Request form.

4. Minutes of all club meetings, must be maintained by the club. A treasurer’s report should be given at a meeting and filed with the club each month. Club account balances can be requested through the Coordinator of Student Activities.

5. For audit requirements, any expenditure of organization funds must be approved by the organization membership and the approval must appear in the minutes of an official meeting.

6. A club advisor MUST be present at all club meetings and social events on and off campus.

7. A valid voting member of the club is a student who is listed on the official club roster submitted to Student Activities and who meets all the qualifications of membership.

8. Club meetings need to be rescheduled or cancelled if they conflict with a major ASCC event. Clubs are encouraged to participate in all the events that are sponsored by ASCC.

INTER-CLUB COUNCIL MEETINGS

ICC Meetings are scheduled once a month in BK 111/112. Each club must appoint an ICC Representative that will attend the ICC Meetings monthly and communicate the information provided to the club members. If the ICC Representative cannot attend a meeting, a club member must attend in the representative’s place.

ICC Meetings are mandatory for Clubs to remain active. Schedule for ICC meetings is available on the Student Activities calendar or in the Office of Student Activities. If you have any concerns regarding the attendance at ICC Meetings, please communicate with the Student Activities Coordinator.
6.10 The By-laws governing publicity and publications with the ASCC shall be known as the Publicity Code and it shall be enforced by the Commissioner of Public Relations and the Office of Student Activities.

6.11 Any reference to the Commissioner of Public Relations shall mean the Commissioner and any of his/her assistants.

6.12 Anything not explicitly dealt with in the Publicity Code shall be evaluated on an individual basis by the Commissioner and any determination by the Commissioner shall be approved by the ASCC President and the Office of Student Activities.

6.13 The Commissioner of Public Relations must keep posted office hours.

6.14 Any publicity from a source outside the ASCC must obtain approval to be posted from the Director of Purchasing.

6.15 Only those with ASCC delegated authority shall be allowed to register and remove publicity.

6.16 The Commissioner of Public Relations shall be in charge of enforcing the publicity code.

6.17 Responsibility for formulating policies relating to ASCC publications rests with the Senate of the Associated Students.

6.20 Publicity, Definitions and General Rules:

6.21 Publicity is defined as any written public notice which is posted or handed out by student organizations or student candidates in ASCC elections on the Cerritos College campus.

6.22 1) Flyers must be larger than 4 inches by 51/2 inches and may not exceed 8.5 inches by 11 inches.
    2) Flyers may only be posted on non-academic bulletin boards. Only one flyer may be placed on each bulletin board in respect for the need of space for all.
    3) Flyers may not be placed on car windows.
    3) Posters must be larger than or equal to 14 inches by 17 inches, and smaller than or equal to 36 inches by 36 inches.
       a. Posters shall be neatly cut with straight edges.
    5) Only clear plastic tape will be used for posting. (*May be obtained in Student Activities*)
    6) Posters will be spot taped only.
    7) Posters shall be posted on the outside of buildings only.

6.23 Posters may be posted on any tile surface with the exception of the Administration Building and the Library.

6.24 Removal of Publicity Shall Occur:
1) If torn or defaced in anyway.
2) When not conforming to ASCC Publicity Code.
3) By the registrant, along with the clear plastic tape, twenty-four (24) hours following the event (excluding week-ends and holidays.)

6.25 All publicity written in a language other than English shall have an English translation printed of the same size and distributed or posted with the non-English copy.

6.26 Posting of publicity materials, such as posters and flyers, in the following areas is prohibited.
   These areas include:
   1) Grounds, passes and walkways.
   2) Glass, wood, painted or finished surfaces.
   3) Trash cans benches, trees, shrubbery and landscaping.
   4) Inside classrooms or any building, lecture hall or lab and on interior walls, windows and doors, except on designated non-academic bulletin boards.
   5) Exterior doors or windows of any building or structure.
6) Stairways, stair railings and elevators
7) Fixed poles, traffic control devices, guideposts, signposts, campus directional signs or historical markers
8) Automobiles.
9) College parking lots.

6.27 Students are cautioned that reproduction of copyrighted materials for distribution may constitute a violation of copyright law. Students copying and/or distributing such materials are responsible for taking adequate measures to ensure copyright violations do not occur.

6.30 Registration of Publicity:
6.31 All publicity for on-campus clubs, organizations and individuals shall be registered by the Commissioner before it may be posted or distributed.
6.32 All publicity must be registered with the Commissioner during his/her posted office hours.
6.33 Registration of publicity shall entail the following:
   1) Registrant reading of the Publicity Code.
   2) Registrant filling out activity request for event, if needed.
   3) Registrant filling out responsibility form.
   4) The Commissioner shall review the publicity in question and verify that it conforms to the Publicity Code.

6.331 If the publicity is a poster, the Commissioner will also stamp the publicity and indicate the date for removal on the publicity.
6.332 If the publicity is a flyer, the Commissioner will stamp one flyer, put a date of expiration of approval on the flyer, and retain that copy for his/her files.
6.333 If publicity is a poster, registrant must return evidence of publicity removal, such as the stamp on the poster, to the box of the Commissioner of Public Relations.
6.34 In order to meet the requirements of distribution of literature regulations, the following form is to be filled out by the student/group that is to distribute the material.
6.35 The Commissioner may refuse to register publicity which is: Obscene, libelous, slanderous, advocates the use of dangerous drug or alcohol, constitutes hate violence within the meaning of California Statutes of 1992, Chapter 1363; or any activity that would disrupt Cerritos College from performing its stated objectives as outlined in the California State Education Code and the Cerritos College Board of Trustees Regulations and Policies.

6.40 Publicity Limitations: The use of posters and banners shall be limited as follows:
6.41 ASCC Ballot Measure 5 posters
   Senatorial Candidates 5 posters*
   Senatorial Slate 5 posters*
   Homecoming Court Candidates 5 posters
   Homecoming Queen Candidates 5 posters
   Club Recruitment 5 posters
   Campus Club/Organization Events 5 posters
   ASCC Presidential Candidates 8 posters
   ASCC Activities 5 posters
   Trustee Candidates 5 posters

*No Senatorial Candidate shall have his/her name and/or number on more than five (5) posters.

6.42 There shall be no limit to the number of flyers distributed.
6.43 A slate shall be defined as more than one candidate upon the same poster or flyer.
6.431 There shall be no slates for Homecoming Candidates
6.432 Only the ASCC may post publicity with more than one candidate for Homecoming.
6.44 Each Homecoming Court Candidate shall be sponsored by only one organization.
6.50 **Penalties:**
6.51 Failure to comply with the Publicity Code shall result in:
   1) **First Offense:** the Commissioner of Public Relations shall remind the registrant and group represented of the rules and regulations, and tell the registrant to correct the problem within two (2) hours, unless told otherwise by the Commissioner of Public Relations.
   2) **Second Offense:** a $20 fee shall be assessed to the registrant. This fee shall be paid within forty-eight (48) hours, excluding weekends and holidays.
   3) **Any further offenses** shall lead to a progressive doubling of the $20 fee, which shall be paid within forty-eight (48) hours, excluding weekends and holidays.
6.52 If a student or an organization fails to make remittance of a fee that was assessed, the ASCC Court shall take appropriate disciplinary action.
6.53 The Commissioner of Public Relations must keep a public record of all offenses made.
6.531 This record will only be made available upon request.
6.54 At the beginning of each semester an organization will begin with no offenses on their record.
6.55 Any organization of entity found to be in non-compliance with the Publicity Code may appeal such finding to the ASCC Court. Such appeal must be made within 10 calendar days of the finding of non-compliance and determination by the ASCC Court will be final.
CLUB POLICIES

- The Inter-Club Council meetings are held once a month on Thursdays in Student Activities in Room BK111/112. They are usually on the last Thursday of the month but the schedule is posted on the student activities website.

- The I.C.C. meetings are mandatory. If the assigned I.C.C. Representative cannot attend the meeting, the club must send a member or officer in the assigned I.C.C. representative’s presence.

- All registered student clubs shall have a roster on file with the Office of Student Activities.

- All club activities must be approved by the Student Activities Coordinator.

- Club members are not allowed to promote the events until they are approved by the Student Activities Coordinator and an email is sent to the advisor approving the event.

- Club Information Days are held at the beginning of each semester to give each club the opportunity to recruit members and encourage participation.

- Each registered club has a mailbox in the Student Activities Office. Be sure to check for your mail daily.

- Clubs may reserve a locker in the Student Activities Office for club business. A request needs to be emailed from the advisor to the Student Activities Coordinator to request a locker. There is a five dollar fee for a replacement combination lock.

- Please do not store food, candy or drinks in locker. All such items will be removed from the lockers at the end of the semester if left in the locker.

- Markers and butcher paper are available to make signs for approved events. Markers may not be taken out of the Office of Student Activities club room.

- Publicize your club meetings and events in the Talon Marks. Allow two weeks for submitted stories to be published. Please contact Alicia Edquist in Talon Marks for more information.

- All club posters/flyers must be submitted for approval with the “Responsibility for distribution of literature form.” The posters/flyers will be approved by the Commissioner of Public Relations or Assistant Commissioner of Public Relations. All forms must be submitted at least 72 hours (Monday – Thursday Only) prior to date the club wants to start advertising their event. Please note the office hours posted in the Club Room for the Commissioner and Assistant Commissioner of Public Relations.

- All club posters must be removed no later than 24 hours after the event. Clubs will be fined $5 for each poster left up around campus if the poster is not removed in a timely manner.

- Flyers may only be passed out to individuals and students in person. Flyers are not allowed to be posted on walls, inside of bathroom stalls, academic bulletin boards and classrooms, placed on cars in the parking lots or other district property.

- Club event flyers may be posted on non-academic bulletin boards in the Classroom Building, and Fine Arts Building.
• To advertise your club activities, your advisor may submit for a request to inform the campus community through the “daily falcon.” To submit a request the advisor must use this link: 
https://cms.cerritos.edu/secure/scripts/events/daily_falcon_submit.asp

• The student center marquee is updated with campus events at the end of each month. If a club would like to advertise their events on that marquee, an “Information on Electronic Marquee Request” club must be submitted to the Student Activities by the 25th of the previous month. For example, if your event is on October 15, the request must be submitted to the Student Activities Coordinator by September 25.

• Club Bios are posted on the Student Activities website. To assist promoting your club, please email a short description of your club to the Student Activities Coordinator. You may also update and revise the bio if your club members and advisor decide that it needs to be updated.

• Club may have their own website under the Cerritos.edu domain but they need to be kept current by the club advisor.

• If a club would like to have a website, the advisor needs to email the Student Activities Coordinator requesting a website.

• All clubs need to have a constitution on file with the Office of Student Activities. Club events and fundraisers will not be approved until the constitution is submitted to the office. If you would like to have a copy of the constitution on file, you may request one from the office.

• Submission of the Club Constitution with the club meeting minutes in which the constitution was adopted are to be submitted to the Office of Student Activities before any fundraiser or activity request forms are submitted. All forms will be returned to the club if the constitution is not on file.

• Clubs are requested to sign-up early in the semester to adopt the club room for a week during the given semester to keep it clean and organized. The clean-up schedule is posted the first week of school. If a club hasn’t signed up for a week, the Commissioner of I.C.C. and/or staff of Student Activities will assign a week for the club. To ensure the schedule is favorable for the club members, it is strongly advised the club officers pick a week that will work with their schedules. Keeping the club room clean and organized is a team effort and we need everyone to take responsibility of this shared space.
FINANCES

The raising and expending of funds by student clubs have one basic aim, which is to promote the general welfare and morale of the students in the club or organization.

1. By-laws from the Student Government Manual:
   4.320 Funds Received:
   4.321 All funds received must be presented to the District Business Office for receipt and deposited in the ASCC bank accounts. When funds are presented to the District Business Office, they must be accompanied by the proper forms detailing the source of these funds.
   4.322 All funds must be deposited not later than the first day of business following the collection of such amounts.
   4.323 At the time of presentation of these funds to the District Business Office, a receipt will be issued by the person receiving the money.
   4.324 Trust account advisors shall establish a satisfactory procedure for collecting receipts. The District Business Office reserves the right to audit trust funds at any time and require proper control procedures for the receipt of money.
   4.325 Receipts shall be issued for all cash collections.

2. To establish a club account on campus, a Club Account Update and Signature Form must be submitted to the Office of Student Activities. Once an account number is assigned, the Club Advisor will be notified with the account number. Should a club change advisors, the club account form needs to be updated to remove the previous advisor and add the new advisor. No requisitions will be processed if the club advisor isn’t on record.

3. All funds must be deposited as soon as possible to the payroll window with the deposit form filled out by a club member and signed by the advisor or officer. Money should never be kept by students overnight.

4. To expend club funds the club treasurer shall submit a requisition in advance to the District Business Office. The request must be signed by the Advisor and Club Treasurer or designated officer.

5. All expenditures of organizational funds must be approved by Club/Organization members and the approval must appear in the minutes of an official meeting.

6. If the club needs to know what their account number is, a request must be sent to the Student Activities Coordinator by the Advisor. This information will only be provided to the advisor of the club.

7. If the club needs to know the balance of their account, the account balance form needs to be submitted to the Office of Student Activities. Please communicate with your advisor before submitting the request as the balance of the club account will be sent to the club advisor.

8. ASCC is in the process of transitioning out of the current requisition process. Please call Maria Isai at ext. 2445 or Mlsai@cerritos.edu for questions regarding the submission of requisitions.

9. **Off-Campus accounts are prohibited.** Funds to be used for scholarships can be deposited into the club account with the Cerritos College Foundation. Club officers can make an appointment with Janice Cole in the Foundation Office to get more information regarding the process of opening an account with the Foundation Office. Please make sure to copy the advisor on all correspondence between the club officer and foundation.
10. **Important Information:**

All requests for fund raising projects must be approved by the Office of Student Activities a minimum of at least **two (2) weeks** prior to the event.

Each club or organization will be limited to seven (7) fundraisers a semester. These include all on campus, and off-campus fundraisers.

**PROCEDURE FOR PROCESSING REQUISITIONS**

1. Requisitions are available in the Office of Student Activities club room.

2. Requisitions **must** have the Advisor’s signature and be signed by at least one (1) club officer.

3. If the requisition is for a reimbursement, the person that is being reimbursed and the club officer approving the requisition cannot be the same individual.

4. If requesting a reimbursement, **original signed and dated receipts** must be attached along with a claim statement. If requesting payment a signed and dated invoice must be attached to the requisition.

5. The account number must be included on the requisition. If the club members are not aware of the account number, an email needs to be sent to the Student Activities Coordinator requesting the account number from the Office of Student Activities. The account number will not be disclosed to any club member without the advisor’s request.

6. It is the Club’s responsibility to pick up the check and send it to the vendor.

7. Checks will be released only to club officers or the club advisor.

8. It is recommended that the club plans ahead on any reimbursements and/or payments, as it can take up to 30 days to process such requests.

9. The advisor signing the requisition must be the advisor that is on the club account. If there has been a change in advisor, club must submit the Account Update Form.

10. ASCC is in the process of transitioning out of the current requisition process. Please contact Maria Isai at ext. 2445 or MIsai@cerritos.edu with any questions regarding the submission of requisitions.
PROCEDURE FOR DEPOSITING CLUB FUNDS

1. Deposits must be made immediately after the funds are received. Cash or checks should never be kept overnight by club members.

2. Fill out the ASCC deposit form available from the forms area in the club room of the Office of Student Activities.

3. All checks must have the club account number on the face of the check.

4. Copies of all checks must be included with the deposit. Multiple checks can be put on a single page.

5. All coins should be wrapped with account number on them.

6. All deposits must be submitted the payroll window in the administration building. If the payroll window is already closed for the evening, leave the deposit in the possession of the advisor.

PROCEDURE FOR ADVISOR TO TRAVEL WITH OR ON COLLEGE AND ASCC SPONSORED ACTIVITIES

The Associated Students of Cerritos College follows District policies AP4300, AP6900, BP4300 and BP6900 regarding travel. Cerritos College does not allow students to represent the college at events or conferences without a faculty/staff advisor. Before any student or student group will be approved for travel, there must be an advisor assigned and budget money designated if needed. Advisors must have a District Conference Travel Request Form and an Associated Students Travel Request Form, on file with the Office of Student Activities and Fiscal Services six weeks prior to any travel.

I. BOARD APPROVAL – Travel Outside of the United States requires approval by the Board of Trustees. The request must be accompanied by a complete explanation of the college business to be served. Conference requests must be approved by Amna Jara, Interim Director of Student Activities, Dr. Stephen Johnson, Vice President of Student Services and the College President, before it is placed on the agenda. All requests must be on file with the Office of Student Activities six weeks prior to any travel.

II. DISTRICT REIMBURSEMENT - Reimbursement requests must be submitted within thirty (30) days of activity. No reimbursements will be made after this date.

III. TRAVEL ARRANGEMENTS- All travel arrangements (flights, hotels, registration, etc.) are to be made through the Purchasing Department. Please provide detailed information on the requisition in order for arrangements to be made accurately.

Forms include: (a) original receipts, (b) signed by the Advisor and the Director of Student Activities, or Vice President of Student Services. Requests must be submitted to the Business Office by the Director of Student Activities, or the Vice President of Student Services.

If you have any questions regarding this procedure or events that have a budget, check with the Office of Student Activities.
PROCEDURE FOR STUDENTS TO TRAVEL WITH OR ON ASCC SPONSORED ACTIVITIES

All students, staff members, or persons being transported to or from college activities and events, shall be subject to all of the rules and regulations of the Governing Board regarding transportation. Before any student activity trip is made in which students are transported using club or ASCC funding, the trip must be approved by the Student Activities Office. Please see District Policy AP4300 for detailed instructions.

Prior to any trip or competitive season in which students are transported, the Associated Student Travel Request Form with the list of students traveling must be furnished to the Student Activities Office by the advisor via e-mail to adofner@cerritos.edu, cc: ajara@cerritos.edu. Only students on this list may be transported. This list may be amended by the sponsor from time to time, but for any specific trip, no names may be added less than forty-eight hours before the trip is scheduled to start.

For groups requiring advisors, the advisor must ride for the entire trip in one of the vehicles provided or sponsored by the college. The advisors shall follow all rules established by the Student Activities Office. When transporting students, only college-authorized vehicles may be used. All vehicles used for school activities of any kind must be covered by public liability and property damage insurance which meets the minimum requirements of the financial responsibility provisions of the Vehicle Code of the State of California. Employee vehicles may be used only when the Director of Physical Plant of the college signifies that no transportation for Student Activities is available or upon special authorization of the President/Superintendent or Vice President(s) of the college.

** All students (student numbers must be included) must be enrolled in 5 units and have an over-all GPA of 2.0 to travel. Funds will not be approved until list is provided to the Student Activities Coordinator via email.

CLUB EVENTS SCHEDULING PROCEDURES

All activities, meetings and social events of campus clubs and organizations must be scheduled on the Master Calendar of Associated Students of Cerritos College. This includes both on and off campus activities. Activity requests require the approval of the club advisor and the Student Activities Coordinator. Clubs are required to submit a Fundraiser Activity Request form to the Office of Student Activities a minimum of at least (2) two weeks prior to the scheduled event. For any special activities or events on campus where facilities are being requested an Activity Event Approval Form must be filled out and turned in a minimum of (4) four weeks prior to the scheduled event.

When the request is made it should be considered tentative until written approval is granted from the Office of Student Activities. When this approval is granted, one (1) copy of the request is maintained in the office of Student Activities in the club file, one (1) copy is returned to the Advisor. This assures proper communication with all concerned on campus activities. The Student Activities will Coordinator also place this activity on the Master Calendar.

Clubs are reminded that any event held off-campus which has been discussed in a club meeting or is definitely sponsored by a club must have a Campus Activity Request cleared through the Office of Student Activities and an advisor must be present at all times during the event.

Other areas on campus that may need to be contacted when planning an event or activity:

1. Campus Police
   a. If the event is taking place on campus during the evening hours or weekend, approval from the Chief of Campus Police is required. Any additional staffing required by campus police will be the responsibility of the club scheduling the event. The amount can be obtained from the department and depends on how many individuals are needed to be present on premises to ensure safety for the event.
2. Media Services
   a. A request must be made by the advisor of the club to Media Services. This includes any need for sound and microphone use. Requests from students and officers will not be approved.
   b. Advisor making the request must be present at the event during set-up of the event or media services will not set-up the sound.
   c. All equipment must be put away as instructed by the media services employees.
3. Facilities
   a. If the event is taking place on campus during the evening hours or weekend, approval from the Director of Facilities is required. Any additional staffing required by facilities will be the responsibility of the club scheduling the event. The amount can be obtained from the department and depends on how many individuals are needed to set-up, take down and clean up after the event is over.

Scheduling for club activities must be turned in through the office of Student Activities. Please DO NOT contact campus personnel to speed up the process. The club will receive an email when the activity has been approved.

**ON-CAMPUS FUNDRAISERS**

1. Fundraiser Request form must be submitted to the Office of Student Activities (2) two weeks prior to the scheduled event
2. An alternate location and date must be filled out on the fundraiser request
3. The Club Advisor and Club President will receive an email from the office when your fundraiser request has been approved or denied. Please check your email before purchasing items for your fundraiser
4. On the day of the fundraiser, please come to the office to fill out a form to borrow a table and 2 chairs. Club member picking up the equipment must leave a valid Cerritos College ID card with current semester sticker
5. The club members need to be prepared to leave the Cerritos College ID card with the Student Activities staff during the entire duration of the fundraiser. The ID will not be returned to another club member and must be picked up by the student it belongs to
6. The office has a popcorn machine and a snow cone machine for clubs to use for fundraisers. The equipment needs to be requested on the fundraiser request form and an additional student ID will be required to borrow the machine. Please request either the popcorn machine or snow cone machine. Both will not be checked out to the same club during the same fundraiser
   a. Popcorn Machine
      i. All items will be provided to the club
      ii. The club needs to plan ahead and have members scheduled to clean the machine before returning it to Student Activities, allot at least 30 minutes after the event to clean. If the machine is not cleaned after use, the club may not be able to use it for the rest of the semester
      iii. Popcorn and popcorn bags, along with the machine will be provided to the club.
      iv. There is a $25 cash refundable deposit required to check out the popcorn machine.
b. Snow Cone Machine
   i. All items will be provided to the club
   ii. If the club would like to get ice from the campus, please send a club representative to the Office no later than 8:30AM on the day of the scheduled fundraiser. Please provide your own ice chest for the ice. Please plan to make arrangements to get your own ice if the club members cannot come to get the ice at the given time
   iii. The club needs to plan ahead and allot at least 30 minutes after the event to clean up. If the machine is not cleaned after use, the club may not be able to use it for the rest of the semester
   iv. Syrup and snow cone cups, along with the machine will be provided to the club
   v. There is a $25 cash refundable deposit required to check out the popcorn machine.

7. Canopies are only for A.S.C.C. events. Clubs may bring their own canopies if needed
8. Equipment borrowed from ASCC must be returned to ASCC no more than half hour after the event is over
9. Table and chairs must be returned to the game room if checked out from the game room when the fundraiser is over

OFF-CAMPUS FUNDRAISERS

1. Fundraiser Request Form must be submitted to the Office of Student Activities two weeks prior to the scheduled event
2. The club advisor and President will receive an email from the office when your fundraiser request has been approved or denied. Please check your email before purchasing items for your fundraiser
3. Please be mindful that you are representing Cerritos College when hosting an off-campus club event. Club members must adhere to the Cerritos College Code of Conduct Policies
4. Club Advisor must be present at the fundraiser for the entire duration of the event
5. Club members must follow the Cerritos College code of conduct while representing the college off-campus

FUNDRAISER GUIDELINES

When planning a bake sale, clubs and organizations must first turn in a fundraiser request form to Student Activities at least 2 weeks prior to the fundraiser date.

• All foods must be pre-packaged or purchased and individually wrapped. For example, two cookies must be packaged together. You cannot have a plate of cookies sitting on the table for people to choose from.

• All foods must be room temperature and should not need to be kept hot or cold.

Only events which are fundraisers for charities or student organization activities are permitted to sell food on campus. No student or outside organization may sell food products or other items on campus for personal profit.

GUIDELINES FOR FOOD SALES

• The sale of food on campus by any college-affiliated group other than the official campus food services is limited to bake/confectionary sales.
A bake/confectionary sale is defined as the sale of items which will not spoil in the absence of refrigeration.

Bake/confectionary sale items include cookies, brownies, popcorn, cake with nonperishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-coated apples, and fudge.

Making eggs, waffles or other items that need prep will not be permitted for sale during club fundraisers. ASCC does not possess a food handler’s card.

FREQUENTLY ASKED FOOD SALE REGULATIONS QUESTIONS

WHAT TYPES OF FOOD IS PERMITTED TO BE SOLD ON CAMPUS?
Only prepackaged and/or catered food items may be sold on campus.

WHAT IS CONSIDERED PRE-PACKAGED FOOD?
Pre-packaged food items are defined as those items that can be purchased and sold without additional preparation (i.e. mixing ingredients, baking, etc.).

WHAT IS CONSIDERED TO BE CATERED FOOD?
Catered food are defined as good purchased from a food enterprise or establishment with a valid business license and tax ID.

CAN I SELL HOMEMADE BAKED GOODS OR FOOD ITEMS?
The sale of homemade goods violates California Retail Food Code: Article 3, Section 114021 (b). As such, any food sales involving homemade items that require baking, cooking, mixing ingredients will be denied.

WHERE CAN OUR CLUB HAVE FUNDRAISERS ON CAMPUS?
Food and/or drinks may not be sold in close proximity to any campus food vendor location (Food court, Elbow Room, Frantones, Zebra Coffee, etc.).

WHEN CAN OUR CLUB START HAVING FUNDRAISERS ON CAMPUS?
Make sure your club has a club constitution on file with Office of Student Activities. Once your club has been confirmed and is an official club, your officers may start submitting fundraiser requests to schedule fundraisers. Please note; there will be no fundraisers allowed during the week of finals in any given semester or during certain ASCC events and ASCC elections.
ASCC SPONSORED EVENTS
CLUB INFORMATION DAYS

Club Information Days  Tuesday, Sept 1 and Wednesday, Sept 2  10:00am-1:00pm  Falcon Square
Club Information Night  Wednesday, September 2, 2015  5:30pm-7:00pm  Falcon Square

-One table and two chairs will be provided for each club
-Vehicles are not permitted
-Amplification is not permitted
-Clubs are responsible for keeping the area clean around their booths. Make sure your area is clean when the event is over
-Booth selection will start at 9:30 am on Tuesday in Falcon Square
-Make sure to bring your own canopy if you have access to one. We will not have enough canopies for all clubs!
-If you cannot stay for the entire duration of the event, please clean up your area before you leave
-Your club does not have to participate in all of the events. Depending on schedule availability you can sign up for one, partial or none of the events
-If due to scheduling reasons, your club cannot participate after you have submitted an application to participate, please email the Student Activities Coordinator to inform her of the change

Applications must be submitted to the Office of Student Activities for club to participate in Club Information Day(s) and/or Night.
AWARDS BANQUETS

- Awards Banquets are held at the end of each semester to honor students for their leadership and service accomplishments. Service Hours Record sheet has to be attached to each awards banquet application submitted.

- Applications for the awards banquet are available in the Office of Student Activities and on the department website: www.cerritos.edu/ascc

- All applications must be submitted by the deadline to the Office of Student Activities. Late applications will not be accepted.

- Outstanding Advisor awards are given out at the Awards Banquet each semester. Don’t forget to nominate your Club Advisor for the outstanding job they are doing.

- Club of the Year awards are given out at the Spring Awards Banquet. Applications are available in the Office of Student Activities. It is strongly advised that the club keep record using Service Hours Record sheet so all events/activities the club participates in or schedules are tracked for ease of filling out the awards application for Club of the Year.

- I.C. C. Scholarships are given out at the awards banquet each semester. Each individual must fill out their own I.C.C. awards application and turn them into the Office of Student Activities before the deadline.

- All persons interested in attending the awards banquet must purchase tickets from the Office of Student Activities before the deadline.

- Both Awards Banquets take place in the Cerritos College Student Center.

AWARDS BANQUETS DATES FOR 2015-2016:
Fall Awards Banquet – Friday, December 11, 2015 at 6PM
Spring Awards Banquet – Friday, May 6, 2016 at 6PM
HOMECOMING

• The Associated Students of Cerritos College take pride in the tradition of Homecoming
• Homecoming is on Saturday, October 10, 2015
• If your club is interested in participating in the Homecoming activities, the applications to participate are out on Monday, September 8 in the Office of Student Activities
• Clubs get a chance to build a float and participate in the Parade of Floats during the half-time show at the Football game
• Clubs also get a chance to have a club member to be elected to the Homecoming Court
• Homecoming includes the following events:
  o Elections for Homecoming Court
  o Elections for Homecoming Queen
  o Homecoming Court Introductions/Pep Rally
  o Float judging on the morning of Homecoming
  o Lunch on Homecoming Day. Tickets needed for this event!
  o Half-Time show at the Homecoming Game
    ▪ Coronation of the Homecoming Queen
    ▪ Parade of Floats
• Make sure to attend the ICC meeting on August 27, 2015 at 11AM in BK 111 to learn more about Homecoming!
• Theme for Homecoming will be announced at the Advisor/Officer luncheon on September 15. Tickets are required to attend this event!
• To participate in Float Building, at least one member must attend the float building meeting on Monday, October 5th at 3pm in BK 111
SPRING FESTIVAL DAYS

• Formerly known as the Hoe Down Days, the Spring Festival Days is a fundraiser opportunity for the clubs sponsored by the ASCC.

• Spring Festival Day is scheduled during the Spring Semester on March 10.

• If your club is interested in participating in the Spring Festival Days activities, the applications to participate are out on Monday, February 22 in the Office of Student Activities.

• The Spring Festivals Days include the following events:
  o Falcon Games – March 7 - 9
  o Chili Cook-off – Thursday, March 10 in Student Center from 10:30AM – 11AM
  o Cupcake Contest – Thursday, March 10 in Student Center from 11AM – 11:30AM
  o Mr. Cerritos – Thursday, March 10 in Student Center from 11AM – 12PM
    ▪ Clubs get a chance to have a male member from their club participate in the Mr. Cerritos contest

• Make sure to attend the ICC meeting on January 28, 2016 at 11AM in BK 111 to learn more about the Spring Festival Days and Falcon Games!

• Theme and details for Spring Festival will be announced at the Advisor/Officer luncheon on January 27, 2016 at 5:00PM. Tickets are required to attend this event.