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# CLUB HANDBOOK

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2025-2026

CLACKAMAS COMMUNITY COLLEGE

[asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu)

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# Introduction

Welcome!

We are so glad you have decided to become a campus leader by being involved in a student club. We hope you find the experience fun, rewarding, and challenging. Challenge encourages us to grow, so we hope you are ready for the upcoming year!

This handbook is intended to guide you through getting started and how to run an effective club. Please don't hesitate to contact our office with any questions or concerns you have. An up-to-date copy of this information is also available online at [www.clackamas.edu/asg/clubs](http://www.clackamas.edu/asg/clubs).

All clubs are organized and recognized through the Associated Student Government.

## ASG Values-

- *Belonging*
- *Learning*
- *Community*
- *Student Success*
- *Equity*

## Benefits Of Being a Club Leader-

Valuable leadership skills are gained from participating as a student leader at CCC, which means that even as club members are giving of themselves to the students and college, they are also gaining skills that will benefit them for the rest of their life.

As a club leader, you will gain skills and experience and be connected to campus resources such as:

- *Event Planning*
- *Running a meeting*
- *Communication*
- *Building a team*
- *Managing a budget*
- *Fundraising*
- *Recruitment/Marketing*

As a club leader, you will also be managing your club as you see best fit. Here are some suggestions for running your club:

- *Meet regularly with your advisors to keep them informed and to ask questions*
- *Meet/communicate regularly with the ASG Clubs Department to keep them informed and be informed about upcoming events*
- *Attend Inter Club Council (ICC) meetings to connect with other clubs*
- *Connect with Student Life and Leadership staff to handle budget and money*
- *Leadership classes are offered each term (**Fall, Winter, Spring**), that are open to all students.*
- *Each course offers 2 credits.*
- *Each term focuses on a different aspect of leadership including: leadership theory, communication, team building, community activism and service.*

Email [john.ginsburg@clackamas.edu](mailto:john.ginsburg@clackamas.edu) or [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu) to learn more or to get registered.

# How to Start a Club

Clubs exist to provide a means for student interest or instructional groups to organize socializing and/or educational programs. The Associated Student Government (ASG) recognizes these needs and provides a structured constitution format and regulation of clubs.

## 1) Organize:

- Create a Club Constitution.

*The Club Constitution gives orders to the newly formed club and provides A.S.G. with information concerning the group for the Clubs department.*

*It is required to use the format in this packet when writing a constitution and include all sections marked as **REQUIRED**.*

- Select an Advisor

*Advisors must be full-time employees of CCC. (Exceptions must be approved in advance.)*

*Refer to **Advisor** Section for advisor responsibilities as well as frequently asked questions. If you still have any questions of concerns, please contact ASG Clubs ([asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu))*

## 2) Submit Documents:

- Submit your constitution for review emailing the ASG Clubs email: [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu)

ASG approves clubs during ASG meetings Fall, Winter, and Spring Terms.

- Submit a [waiver form](#) for each club member on your roster.

There must be a minimum of 3 members to officially start a club. You must have each club member fill out the waiver and email it direct to ASG Clubs: [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu)

- Applications are first routed to your advisor. Notify them to check their email to approve or recommend changes.

### After all documents have been received:

The ASG Clubs Department will review all materials. The constitution will then be presented for a vote at the following ASG meeting. *One member is required* to attend the ASG meeting where the vote takes place. Meetings are Wednesdays at 3pm-5pm in *Wacheno Welcome Center Clubs Room 153* or through *Zoom*.

The club liaison and advisor will be notified of the decision at the meeting and will be also notified through email.

If not approved, the reason will be stated, and students can correct mistakes and re-submit.

If approved, the club will receive further information regarding running meetings, reserving rooms, event planning, etc. In addition, the Student Life & Leadership Office/ Business Office will create a club account. The Associated Student Government will deposit \$500 for start-up money (new clubs only). This money can be used by the club for publicity, food, activities, and events.

***If you have any questions, comments, or concerns...***

Visit us online at: [www.clackamas.edu/asg/clubs](http://www.clackamas.edu/asg/clubs)

Office: *Wacheno Welcome Center, Student Life Office*

**ASG Club's Department**

ASG Club Chair

503-594-3933

[asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu)

**Student Life & Leadership**

Michelle Baker, Coordinator

503-594-3041

[mbaker@clackamas.edu](mailto:mbaker@clackamas.edu)

**Student Life & Leadership**

John Ginsburg, Director

503-594-3030

[john.ginsburg@clackamas.edu](mailto:john.ginsburg@clackamas.edu)

# Running a Club

Now that you are an approved club, here is some helpful information to get things running smoothly right from the start.

## Recruiting members

### 1) Club Fairs

Are hosted each term during Welcome Week, which is a great time to let new students know about your club! If you can't be there, try to find other club members or your advisor. Make your table appealing by setting up pictures, having candy or other small giveaways, and of course smiling faces!

### 2) Flyers

Clubs are able to post up to 25 flyers on campus bulletin boards letting students know about their group and activities or meetings.

Review the college posting policies, and have your poster reviewed ([asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) or [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu)) before printing.

### 3) Promotion

Contact us to get access to Canva (A design tool to help create professional looking flyers, social media posts, and slide shows.)

An alternative to getting promotional materials is to contact [asgpromo@clackamas.edu](mailto:asgpromo@clackamas.edu). The Associated Student Government Promotions team will assist you in designing and promotional aspects of your club.

### 4) Tabling

There are tables in the Community Center that can be reserved for club promotion.

Email [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu) with dates, times, and purpose.

### 5) Class Raps

With instructor permission, see if you can stand up before class and talk to your classmates about the club you are involved in!

Word of mouth is your best advertisement. Talk to students from class, find groups in the Community Center, or when walking between classes!

We encourage you to connect with your classmates using Moodle, attending social events hosted by Student Life, the Multicultural Center and Student Government, and asking instructors and other students to help spread the word. You can also email ASG Promotions to post announcements through our social media ([asgpromo@clackamas.edu](mailto:asgpromo@clackamas.edu))!

## Running Effective Meetings

Effective meetings provide communication and structure for an organization. Clubs collaborate to discuss and progress towards goals, problem-solve, make decisions and support fellow members.

Meetings vary greatly from group-to-group depending on the number of members, the mission of the club, and activity level of the group. Despite the differences, there are some basic tips to help meetings run smoothly and keep members coming back.

### 1) **Have Concrete Goals for Each Meeting**

Set an agenda and ask for additions or changes at the beginning of each meeting.

### 2) **Meeting Reminders**

Make sure all members are aware in advance of the meeting day, time, and place. You might use group texts, phone calls, postings or e-mail to keep in touch. E-mail the agenda as a reminder.

### 3) **Always Start Meetings on Time!**

This will prove to members that you value their time.

### 4) **Prepare An Agenda.**

Type the agenda and have enough copies for every member (or plan for technology to display the agenda on a screen). This will also keep structure to your meeting.

Here is an outline of a basic agenda:

- Attendance
- Review of last week's minutes
- Announcements
- Executive Board/Committee Reports
- Old Business
- New Business
- Responsibility Sign-Up
- Comments, Questions, Concerns
- Time to Socialize

### 5) **Group Decision-Making Process**

In a larger group, it is easier to have a show of hands, while a smaller group might choose to reach consensus.

### 6) **Tracking Discussion & Decisions**

Have a secretary or individual be responsible for taking notes at the meetings so minutes can be sent out to members (also a great idea to include [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) and [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu) to your distribution list). Keep a file of minutes for the year to look back on during evaluation time or just for information.

A good format for minutes would be the following:

- Members Present
- Members Absent
- Reports/Updates
- Progress on Old Business
- New Business
- Assignments and Responsibilities
- Next Meeting (day, time, place)

### 7) **Snacks & Activities**

Plan to have beverages, foods, and other fun activities to attract members.



**8) Icebreakers**

Conduct fun, new icebreakers at the beginning of meetings (especially early in the year).

## Reserving Space

To reserve space for your meetings, email [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) and [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu). List dates, time, preferred location, number of people, and any special set up needs (technology, seating arrangements, etc.). To ensure your meetings or events have been scheduled appropriately, check if it is scheduled on the CCC calendar of events.

## Event Planning

About 6 weeks before your event, fill out and submit the Event Planning form which can be found in the forms section of this packet, through the website ([www.clackamas.edu/asg/clubs](http://www.clackamas.edu/asg/clubs)), or by emailing [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu). You can even schedule a meeting with the ASG Clubs Chair or SLL Staff to go over your event plan, avoiding approval problems later. Talking with ASG early on also helps us avoid overlapping events on the calendar and gives us the best options on how we can support and promote your event.

## SLL/ASG Resources

Student Life & Leadership (SLL) and Associated Student Government (ASG) are here to support you. Let us know if there is anything we can offer that will be beneficial to your club. Here are some services we can provide for you:

### 1) Game Check Outs

We have many board games you can use for a fun time at a meeting or event.

### 2) Promotions

Contact ASG promo: [asgpromo@clackamas.edu](mailto:asgpromo@clackamas.edu) to see how they can help promote your event on the portal and social media.

### 3) Flyer Duplications

We are happy to facilitate getting your flyer to duplications! Very reasonable costs that can be charged to your club account. Email your PDF to [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu) with specifics (Quantity, Size, etc.).

If you plan to mail hard copies out, we can still assist you in this!

## Money and Budgets

SLL will set up your budget and get your account numbers. (ASG will deposit \$500 to start off new clubs. Renewing clubs also obtain a deposit of \$500 each term (*Fall, Winter, Spring.*) Be sure to plan ahead as it may take up to two weeks to process payments. To protect the treasurer and the treasury, all financial transactions (*including deposits and payments*) are maintained by the college through the Student Life & Leadership Coordinator.

### 1) Appropriations

You can request funds from ASG by filling out an Event Planning Form linked here: <https://forms.office.com/r/MipADW4ShN>. If funding

is not associated with an event, select the Appropriations option through the same link.

**Example:**

You have raised \$600 to hire a performer for your event, but it will actually cost you \$650 to hire this performer. As part of your Event Planning form, you can indicate your requested amount from ASG. These are voted on and discussed at the ASG Meetings on Wednesdays.

# Communication and Email

Communication is key to assist you with getting a club started, event planning, and many other services. Stay in touch and plan to regularly communicate with our office to let us know how things are going and how we can be of service to your club.

ASG regularly emails the liaison and the advisor, please email back when responses are requested. Even if you are unable to attend a particular meeting or event, a quick reply is all that's needed. Have any questions? Please ask!

## 1) Club Emails

If your club would like a college email for your use, please fill out the email request form found in the *Forms* section of the handbook or through on the clubs' website: [www.clackamas.edu/asg/clubs](http://www.clackamas.edu/asg/clubs).

In addition, at least once per term ASG holds *Clubs Connection*. This is a chance to meet face-to-face or on Zoom to get training, connect with other club leaders, and ask questions. Club Leaders and advisors are invited, and we encourage you to send in agenda items, and be prepared to discuss ideas and report on club news.

# Evaluation and Transition

At the end of each term, and especially the end of each year, it is recommended that you spend a few minutes as a club and evaluate the year. How did it go? What went especially well? What can be improved? What do you recommend for the incoming officer/leadership team? Take notes and submit them to your advisor as a reflection.

Transitions should occur based on your constitution but recommended to occur in early to mid-spring term, so you have time to train your new leaders, pass on information, and in general set the next year's team up for success. Once you have had your elections/selections, submit those names to [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu), so we can update the website and know who to communicate with for upcoming events.

# Club Support

For additional assistance and support services, reach out to us through the Clackamas Community College Student Resources Page has all of the essential tools, academic support and services to guide you.

**Clackamas Community College's Student Resources Page:**

<https://www.clackamas.edu/student-resources?ResourceTypeId=662c0b4a-549d-6919-b64d-ff3d00ccf538&Page=1&PageSize=25#resource-results-section>

# Advisor Section

## *Responsibilities of Club Advisors*

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By providing students with information and skills, the advisor/club relationship can be enhanced for both students and advisor. Students can receive the support, guidance, confidence, and information they need to grow and accept new challenges and responsibilities, while advisors can feel pride and satisfaction in seeing students mature and succeed.

- 1) Be aware of the purpose and activities of the organization through attendance at organization meetings or through frequent consultation with student leaders.
- 2) Act as a source of general information regarding college policies and procedures and red tape. Red tape includes Requests for payment, vehicle requests, room reservations (25 Live), writing the constitution/start up procedures, event proposals etc.
- 3) Encourage club members to assume responsibility for their actions and for the effectiveness of the program.
- 4) Set expectations with the club leaders regarding manners and frequency of involvement by the advisor (meetings, special events, etc.).
- 5) Guide, while at the same time allows freedom for members to plan and coordinate their own activities or programs.
- 6) Provide special technical knowledge or information relevant to the club, as needed.
- 7) Be familiar with the club's history and current constitution.
- 8) Provide continuity.
- 9) Assist in determining realistic goals, planning events, and problem solving
- 10) Attend club meetings or activities held outside of normal business hours.
- 11) Oversee financial transactions of the club.
- 12) When securing funds from the club account, the advisor must sign the Request for Payment (or email their approval to [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu)) authorizing expenditure before forwarding to the Student Life & Leadership Office.

## Club Advisor FAQ

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**Note:** Refer to Club Start up Information on how to write a constitution and get started.

***Q: Why do clubs need a faculty/staff advisor?***

A: Continuity and guidance. Students change year to year, so the advisor is a continuous person that helps the club maintain consistency. Students come to us at all stages of life, but none of them know how things work at CCC. You are here to help guide them through the process. Hold onto the history of the club. You should have a copy of the club constitution declaring the purpose. You should share that information with the students at the beginning of each year to help them in their endeavors for the year. Help with goal setting, making realistic goals and evaluating events and meetings.

***Q: Do I need to be at every meeting?***

A: You do not have to attend every meeting, but you will need to be aware of what activities the club is planning. You can do this through attending meetings, or by being in weekly contact with club members/leaders. Another way to help with the responsibility is to appoint co-advisors to spread out the responsibilities. **Exception:** if your club meets after hours, on weekends, or is involved in active events such as karate or dance or baseball, etc., you must attend the meetings where the activity is being performed.

***Q: How do we get started with our meetings?***

A: To reserve space, please use 25Live to request meeting space. If you are unsure how to do this, we are happy to help! Email [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) and [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu) with your requested date, time, location, number of attendees and special set up needs. (While online, continue to do this so your events and meetings are listed on the CCC Events page.)

***Q: How do we get started with event planning?***

A: Event Planning—starts with the Student Life & Leadership staff or online ([www.clackamas.edu/asg/clubs](http://www.clackamas.edu/asg/clubs)) with the Event Planning Form. Help your students think through events. Has it been done before? Don't reinvent the wheel if you don't have to. Keep records (notebooks or files with copies of flyers and how to's). It is important to plan well in advance to ensure successful events.

***Q: How do we handle money transactions?***

A: Each club is given \$500 startup funds (one time). All additional funding must be fundraised or donated. All monetary transactions must go through Student Life & Leadership for final approval. **Note:** You can request funds from ASG through the Event Planning form (for event related expenses) or through the Appropriations Form (for supplies not related to events). In all money matters and event planning **it is important to plan well in advance of your needs.**

***Q: What additional services does Student Life & Leadership or Student Government provide?***

- 1) **Mall tables-** We have the spot right outside the cafeteria for use for clubs' activities. Schedule through Student Life & Leadership. You can fundraise, promote your club, hand out info relating to your group, host conversations, survey, etc.
- 2) **Club Fairs, club council-** Please attend if you can, or send a representative and then ask for a report. This is at least once a term and a good way to let others know how you are doing and what you are doing and to get help if you need it. We also cover important items such as training, budgets, services we offer, special events coming up, and we feed you.
- 3) **Clubs Room-** The Clubs Room in the Wacheno Welcome Center is available for meetings and other activities for your club. Space is reserved on a term-by-term basis to give all clubs a fair chance of using the room. We appreciate flexibility and understanding in this. If the Clubs Room is unavailable, we will help you with the process to reserve another space for your event or meetings.
- 4) **Website-** We have a club's website that is available for you to post information about your club contacts and meetings. Email [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) with changes/updates.
- 5) **Email-** Clubs may request an email/login to use for club business.
  - If the club has a CCC Email, we can help you set up a Zoom account through CCC

- 6) **Miscellaneous:** Game checkout for your group activities, poster making supplies, and more! Let us know if there is anything else that would be helpful.

***Q: What if our group plans to travel or have field trips?***

A: Travel waivers are required for all travel. If you hold your meeting or event off campus, waivers must be signed by all students and participants before the meeting or event. Waivers are required for all members at start up; remember to have all new students fill them out too. Check in with [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) for copies of the waivers or for any questions regarding travel or waivers.

***Clubs Represent CCC!***

The Student Handbook “Rights and Responsibilities” section outlines expectations for student behavior and all students are held to this standard. You can require more of your students if you are consistent within your group (for example: PTK requires a particular GPA). Be sure the standards are clearly stated in your constitution and that students are aware of the requirement as they gather information about your club (through brochures or informational meetings).

**Contacts:**

- 7) **Clubs Office in Student Government:** 503-594-3933 or email [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu)  
8) **Student Life & Leadership Office:** 503-594-3041 or email [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu)

Or stop by our office in the Wacheno Welcome Center!

# FORMS APPENDIX

1.0 Constitution Template

2.0 Email Request

3.0 Waivers - 3-page document covering:

3.1 Photo Waiver

3.2 Liability Waiver

3.3 Travel/Transportation Waiver

4.0 Event Planning

5.0 Appropriations

6.0 End of the Year Evaluation



# Club Constitution Template

(Club Name) Constitution

**REQUIRED:** ADOPTED “May 24, 2018” (date that you complete/revise your constitution)\*

## Article I- NAME (club name)

The name of this club/organization shall be (club name here) of Clackamas Community College.

## Article II- PURPOSE

The purpose of this club is...

SECTION II – If you are affiliated with an international, national, state, or local organization, please create a section detailing the relationship. What is the organization, how are you affiliated (a chapter of, pay dues to, receive funding from, have staff support from, etc.)?

## Article III-MEMBERSHIP

Who is eligible to join? Please explain fully the criteria for membership.

**REQUIRED:** Must include the following statement: Non-Discrimination: Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law.

## Article IV- OFFICIALS

Please explain if you will have a President, Vice President, etc. How will your officers be elected or selected? What are the duties of the individual officers? How can officers be removed? What happens if someone can't complete their term?

**REQUIRED:** Include the following statement: Only registered CCC students are eligible to hold office in student clubs. Due to conflict of interest, no member of the Clackamas Community College classified staff bargaining unit, faculty bargaining unit, supervisor, administrator, part time employee, or confidential/exempt employee shall be allowed to run for or hold any student club office (even if they are registered students).

## Article V- MEETINGS

When? Will you meet once a week, once a month, etc.? Will you operate under certain rules such as consensus, majority vote, Parliamentary Procedure? (Do not say “we will meet at 3pm on Tuesdays.” What happens when you need to meet on Friday? You will be violating your constitution! For example: “we will meet weekly during fall, winter, and spring term, or as called by the chapter officers.”)

## Article VI- AMENDMENTS

**REQUIRED:** Must include the following statement: An Amendment may be initiated by any member of the group and passed by a 2/3 vote of the members present at the meeting. It must then receive a majority vote of the Associated Student Government (A.S.G.) to become effective.

You can add additional requirements for amendments as long as it doesn't contradict the required statement.

## Article VII- ABANDONMENT

**REQUIRED:** Club funds shall remain in the (your clubs name here) Club account for a period of two years after its abandonment. If after two years, the club does not continue on an active basis, all funds shall be forwarded to... (A.S.G. or a CCC campus association that deals with your club's function.)

### *Example Abandonment Statement:*

Club funds shall remain in the Lunch Club account for a period of two years after its abandonment. If after two years, the club does not continue on an active basis, all funds shall be forwarded to the ASG Free Food Pantry.

### **Notes:**

- Feel free to add additional sections if needed but do include the above articles and **REQUIRED** statements.
- Spell check and grammar check your submission. Use the CCC Writing Center for help.
- Most constitutions need some revision before approval. Be patient! The process may take time.
- Remember to keep a copy of your constitution in your records and with your advisor.
- **\*For renewals**, review your constitution, revise if needed. Your Adopted line will read like this: ADOPTED [DATE of Adoption], REVISED [DATE of Current Revision]

# Club Email Request Form

Each club may request a CCC email address to make contact easy (for example: [phitk@clackamas.edu](mailto:phitk@clackamas.edu)).

To obtain (or maintain) this privilege students must adhere to college policy regarding Electronic Information Resource (EIR) Policy (the current policy is available online Board Policy IIBGA-AR).

Let us know which students have access to the club email (the club advisor automatically has access).

Your club email password will be kept in the ASG office, and will be reset at the end of Spring Term each year. This is to ensure integrity of the email system.

By signing below, I agree to abide by the college EIR Policy as outlined in College Policies

Member Name	Signature
1	
2	
3	

<b>Email Login Requested Name</b> (example: cccwritersclub)	
<b>Requested Password</b> (example: wr!tersRgr8)	

Submit completed form to [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu).

## Club Waivers

Read and complete all waivers. Print, sign, and return completed waivers to CC 152. Participants under age 18 will need to have a parent or guardian sign on page 3. Waivers must be signed by each member before they become an active participant, and must be re-signed yearly as the club renews.

Club Name:

Name of Student (Printed):

Phone:

Email: @student.clackamas.edu

Address:

City, State, Zip:

Term(s)/Year:

### Participation Waiver and Release

In consideration for being permitted to participate in (club name)  during  (term(s)/year), I, the undersigned, fully recognizing the dangers and hazards inherent in this activity and any related transportation, as well as the unknown dangers and hazards which may arise in the course of the activity or transportation, to which I/my child may be exposed as a result of my participation, do hereby voluntarily:

1. Agree to assume all of the risk and responsibilities associated with my/my child's participation in the activity and transportation, if any.
2. Agree, for myself, my heirs and my personal representative, to defend, hold harmless, indemnify, release and forever discharge Clackamas Community College, its trustees, officers, employers, volunteers, representatives, agents, insurers, attorneys, successors and assigns, from and against any and all claims, demands, actions, or causes of action, including attorney fees, on account of any damage to real or personal property or any personal injury or death that may result from my/my child's participation in the above activity. I agree to voluntarily give up or waive any right that I otherwise must bring a legal action against Clackamas Community College for property damage, personal injury or death.
3. In the event that I/my child should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I acknowledge that I have read this "Participation Waiver and Release," and I understand it fully, I understand that it is a legally binding release of liability. I agree to release, discharge and indemnify Clackamas Community College, for injuries, damages or losses I/my child may incur. I acknowledge and

agree to be held liable for any and all costs arising from any damage to equipment or facilities that occurs as a result of my/my child's willful actions, neglect or recklessness.

Initial here  indicating you have read and agree to the above statements.

**Transportation Waiver and Release**

Name of Student (Printed):

This form is intended to advise students or a student's parents/guardians of their legal rights and duties and to release Clackamas Community College from all liability arising out of students being transported in privately owned vehicles.

I understand that I/my child may be involved in various activities sponsored by Clackamas Community College. There may be occasions in which students are responsible for their own transportation, whereby:

- I/my child will use my/their own vehicle for transportation to and from College activities.
- Another person will transport me/my child in a privately owned vehicle to and from College activities.

I acknowledge and agree to the following terms for those occasions in which I am/my child is responsible for my own/their own transportation:

1. If my/my child's personal vehicle is used to transport others, I have/my child has the required statutory liability insurance, including uninsured and underinsured motorists' coverage.
2. If I drive my own vehicle, or my child drives their own vehicle, I/they will adhere to all traffic ordinances and laws, including possessing a valid driver's license.
3. I release the College from all liability and assume all of the risk and responsibilities associated with or in any way connected to the transportation of myself or my child in personally owned vehicles either owned by me or by any other party.
4. For myself, my heirs and my personal representative, I will defend, hold harmless, indemnify, release and forever discharge Clackamas Community College, its trustees, officers, employers, agents, insurers, successors and assigns, from and against any and all claims, demands, actions, or causes of action, including attorney fees, on account of any damage to real or personal property or any personal injury or death that may result from my or my child's transportation. I agree to voluntarily give up or waive any right that I otherwise have to bring a legal action against Clackamas Community College for property damage, personal injury or death. This release includes claims based upon negligence.
5. I am/my child is responsible for damage to my own/their vehicle.

I acknowledge that I have read this "Transportation Waiver and Release," and I understand it fully, I understand that it is a legally binding release of liability. I agree to release, discharge and indemnify Clackamas Community College, for injuries, damage or losses I/my child may incur. I acknowledge and agree to be held liable for any and all costs arising from any damage to equipment or facilities that occur as a result of my/my child's willful actions, neglect or recklessness.

Initial here  indicating you have read and agree to the above statements.

**Consent for Release of Photographs**

Name (please print)

I hereby give permission to Clackamas Community College to release my name, photograph and video images, and audio voice recordings for use in local and regional media, college publications, college newsletters, websites, electronic and social media, and for marketing, fund raising and publicity purposes.

I understand I will receive no compensation and that this permission is binding.

Initial here

indicating you have read and agree to the above statements

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**SIGNATURE SECTION**

**By signing below, I agree to the terms of the Participation Waiver and Release, the Transportation Waiver and Release, and the Consent for Release of Photographs:**

In witness whereof, I have caused this release to be executed on:

(date)

Printed Name (Participant)

Signature (Participant)

If participant is a minor (under age 18)

I am a parent or legal guardian of the above-named child who wishes to participate in the activity named herein. I have read and understand the waivers and releases. It is my intention, in signing below, to permit my child to participate in this activity in accordance with the terms of the Participation Waiver and Release, the Transportation Waiver and Release, and the Consent for Release of Photographs.

Printed Name (Parent or Guardian)

Signature (Parent or Guardian)

**Completed!**

- a. Print, sign, and return completed waivers to CC 152.
- b. Keep a copy of your records.
- c. Waivers must be signed by *each member* before they become an *active participant* and must be re-signed by *each year* as club *renews*.

**Contact The ASG Clubs Department If Any Question Arise:**

[asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu)

CC 152

503-594-3933

## Event Planning-ASG and Club Guidelines

Office: CC 152 Phone: 503-594-3929

Email: [asgprez@clackamas.edu](mailto:asgprez@clackamas.edu), [asgadmin@clackamas.edu](mailto:asgadmin@clackamas.edu) and [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu)

Event planning takes time! Think through each item and carefully create your proposal on the attached form 4-6 weeks prior to your expected event date. This will give you time to develop your ideas and create a successful event.

### 1) Event Form

Email completed form (Form link: You can request funds from ASG by filling out an Event Planning Form linked here:

<https://forms.office.com/r/MipADW4ShN>.

You do not need to fill out this form for your weekly business meetings (For weekly meetings email [asgclubs@clackamas.edu](mailto:asgclubs@clackamas.edu) and [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu) to request a time, date, and location preference.)

### 2) Planning Process

#### 5-6 weeks Prior to Event

##### Event Pre Planning:

- What kind of event is it? (Free Speech, Club, Promotion, Fundraising, a combination?)
- What are your goals and objectives for the event?
- How will the event benefit CCC students/community?
- Will any employee's work be impacted by the event? (Consider set up, clean up, technology, equipment)
- Who is your audience? (Students, staff, general public?)
- Is the event a duplication of another event? Has it been done in the past? What were its strengths/weaknesses?
- Could the event incur liability? What are the risks involved? Is it dangerous? Do you need liability waivers?

#### 4-5 weeks prior to event

##### Event Logistics

- Set a date and time for your event. Does it conflict with any other campus events? (Midterms, finals, other ASG or campus event, holiday?) If so, how will you resolve the conflict?
- Has the facility been reserved?
- Are you aware of the policies regarding use of campus facilities?
- Will the event location or timing attract or inhibit student attendance?
- What is the estimated attendance?
- Will you be selling tickets or needing event staff?
- Will you plan to serve food at the event? (Food Service is contacted)
- Will others be selling anything at your event?
- Do you need an event till?
- Will you require the services of a performer, band, speaker, DJ, dance troupe, etc.?
- What are your lighting, sound and other equipment (tables, chairs, smart podium, microphone, speakers, tv, etc.) requirements?
- What is the publicity/advertising plan?
- How many members and volunteers do you need to help set up, run the event and clean up afterward?
- What is the budget for the event?
- If something doesn't go the way you want it to, what is your back up plan? (Rainy day plan, performer cancels, or other unforeseen event?)

#### After Event



## Evaluation

- What went well?
- What could you improve?
- Did you accomplish your goals? Why or why not?
- Would you recommend doing this event again? Why or why not?
- Leaving a detailed evaluation helps future teams/groups with planning.

# Event Contact List

Department	Phone	Email
<b>Events and Conference Services – facilities, A/V equipment, setup, location</b>		
	503-594-3308	events@clackamas.edu
<b>College Safety – liability, safety</b>		
	503-594-6650	campussafety@clackamas.edu
<b>College Relations and Marketing – photos, web, social media</b>		
	503-594-6238	justin.montgomery@clackamas.edu /jenelle.vader@clackamas.edu
<b>Public Information – press release, staff announcements</b>		
	503-594-3162	lori.hall@clackamas.edu
<b>Student Life &amp; Leadership – campus announcements, room reservations</b>		
	503-594-3041	mbaker@clackamas.edu
<b>Duplication – posters, flyers, signs</b>		
	503-594-6788	kathybe@clackamas.edu
<b>Clackamas Print - articles</b>		
	503-594-6266	chiefed@clackamas.edu
<b>Promotion Assistance – Flyer promotions &amp; design</b>		
	503-594-3935	asgpromo@clackamas.edu
<b>Campus TV – PowerPoint slide ads</b>		
	503-594-3500	justin.montgomery@clackamas.edu
<b>Harmony Campus – posters, events, outreach</b>		
	503-594-3481	sunnyo@clackamas.edu

# Appropriations Outline

**Directions: Complete this form: [ASG Agenda Items & ASG Forms](#), and submit it for evaluation and approval from the Associated Student Government. If you have any issues, contact the Administrative Assistant. ([asgadmin@clackamas.edu](mailto:asgadmin@clackamas.edu) or in CC 152).**

The Appropriations account is designed to help sponsor events of student groups and organizations of Clackamas Community College. To obtain funds from this account the group must complete a proposal. This proposal will be evaluated by the Executive Cabinet of ASGCCC.

- Funds under \$500 require majority approval of the Executive Cabinet
- Funds over \$500 require  $\frac{3}{4}$  approval from the ASGCCC body. The ASGCCC also votes on any appeal of Executive Cabinet decisions regarding request under \$500. ASGCCC has the final decision of approving or disapproving your proposal.
- If you are requesting more than \$500, please be prepared to present your proposal and answer additional questions at an ASG meeting (Wednesdays 3-5pm in the Wacheno Welcome Center Clubs room).
- The Executive Cabinet and/or ASGCCC may: a) approve the requested amount, b) deny the request, or c) approve a different amount than the request.
- Decisions are made on a case-by-case basis, regardless of whether similar proposals have been approved in the past.
- Proposals are considered on details, organization, and the nature of the event. Please be specific and clear in your Appropriations Proposal and how the funds will be spent.

The Administrative Director has the responsibility to communicate the decision and how the distribution of funds will occur.

This application is the **beginning** of the process. If approved, it can take up to **three weeks** for payment to be completed, make sure to pl