



**YAKIMA VALLEY COLLEGE**

**CLUB ADVISOR  
HANDBOOK**

**2024-2025**

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# HOW TO START A CLUB

1. To apply as an official YVC Club:
  - a. There must be at least three (3) YVC students as members for the three (3) required offices- which are the President, Vice President, and a Senate Representative. Non-students may not be members of a YVC Club.
  - b. Each club is required to have an advisor. The advisor must be a **full-time staff or faculty member of YVC and approved by the Dean of Student Services**. The advisor or previously approved staff-designee must be present at all club functions (meetings and activities).
  - c. Fill out & submit the **Petition for Club Recognition** (pg.6).
  - d. Fill out & submit a **Club Constitution** (pg.7).
  - e. Forms should be submitted to Student Life Program Assistant at [rbaca@yvcc.edu](mailto:rbaca@yvcc.edu)
  - f. Schedule this petition as a Senate agenda item with the ASYVC Secretary at [asbsec@yvcc.edu](mailto:asbsec@yvcc.edu) or in room HUB 009-144, phone:509-574-4891. Your club representatives must be in attendance at the Senate meeting when the Petition for Club Recognition is voted on.
  - g. Notify the ASYVC office of any changes in your club officers, meeting times, senate representatives, and other pertinent information.
  - h. After being recognized as an official organization, an official club roster with all member names must be placed on file in the ASYVC Student Life Department.
2. For becoming a YVC club/organization you are agreeing to the following:
  - a. File a constitution and/or bylaws in the ASYVC office. This constitution must contain:
    1. A democratic plan for selection of members without regard to race, color, religion, sex, age, national origin, disability, etc.
    2. Members must be registered students at YVC.
  - b. Adhere to all policies, which are set by the YVC Board of Trustees, the ASYVC Office, and the State of Washington.
  - c. The advisor and appointed officers will attend all mandatory club meetings and any other meetings sponsored by ASYVC.
  - d. The officers shall not simultaneously hold an office in any other club/organization.
  - e. Maintain all monies, checking and/or savings through the YVC Business office with copies of receipts turned over to the ASYVC Treasurer and Student Life Office Assistant. No off-campus commercial checking or savings accounts are allowed.
  - f. Send a representative to every Senate meeting, which are held every Monday at 12:30 pm in the Martin Luther King Room (MLK), located in the HUB. Should a club or organization be absent for two (2) or more meetings in a **quarter**, Senate voting privileges will be revoked, the club's financial account will be frozen, and the use of YVC facilities will cease. To reinstate recognition status, the club must be represented at two (2) consecutive Senate meetings and a written report submitted stating the reason for non-representation and future goals and projections of the club.
  - g. Have all budget requests (petty cash, requisitions, contracts, etc.) signed by the club advisor and the Student Life Manager before expenditures are made and all budget paperwork must be submitted prior to a transaction is attempted.

# HOW TO START A CLUB



## 3. Recognized clubs at YVC receive the following rights:

- a. Use of the YVC name and logo.
- b. Use of the YVC facilities for meetings and activities.
- c. Recognition in YVC publications.
- d. Reservation rights on the YVC calendar.
- e. Right to apply for budget allocation from the ASYVC annual budget (does not guarantee receipt of funds).
- f. Use of budget as allocated by ASYVC under state guidelines.

# PETITION FOR CLUB RECOGNITION



Academic Year \_\_\_\_\_

Every year each club must be formally recognized by the ASYVC Senate. Complete the following information and submit to the ASYVC Secretary at [asbsec@yvcc.edu](mailto:asbsec@yvcc.edu) or in person at the Student Life Office in the HUB 09-145. A current copy of your club constitution must also be emailed to the Student Life Program Assistant. Submitting of this form will initiate the process for club recognition at the next available ASYVC Senate Meeting.

Name of Club \_\_\_\_\_

Name of Advisor \_\_\_\_\_ Ext # \_\_\_\_\_

Club Advisor's Email Address \_\_\_\_\_

Club Meeting Day(s) \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

## CLUB OFFICERS

\*President \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

\*Vice President \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Secretary \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Treasurer \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

\*Senate Rep. \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Other: Title and Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

\*Required filled positions to form a club

## CLUB MISSION STATEMENT

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Club Advisor Signature & Date

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Club President Signature & Date

# SAMPLE CONSTITUTION



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## RECOMMENDED FORMAT FOR CLUB CONSTITUTIONS

This document is a template—a model or guide—for you to use in creating a new Constitution. It is not intended for organizers to simply “fill in the blank”; it is a starting point to change and add on to.

To use this document as your template, “Save As” and save to your computer/folder with a new name. When finished email it to [rbaca@yvcc.edu](mailto:rbaca@yvcc.edu) or print your Constitution and bring it to the Student Life office (H145).

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### CONSTITUTION OF THE \_\_\_\_\_ CLUB

#### ARTICLE I

##### *Name of the Club*

**Section 1:** The name of this Club shall be \_\_\_\_\_.

#### ARTICLE II

##### *Purpose of the Club*

**Section 1:** [A general statement describing the purposes and the scope of your Club]

#### ARTICLE III

##### *Membership*

**Section 1:** The club shall consist of any and all students of Yakima Valley College who are interested in \_\_\_\_\_.

**Section 2:** Voting shall be open to all members except the President who shall abstain.

#### ARTICLE IV

##### *Officers of the Club*

**Section 1:** The elected officers of this organization shall be \_\_\_\_\_. (List all titles of elected officers.)

**Section 2:** Term of office shall be \_\_\_\_\_. (One quarter? One year?)

**Section 3:** It shall be the duty of the Club President \_\_\_\_\_.

**Section 4:** It shall be the duty of the Club Vice President \_\_\_\_\_.

**Section 5:** (Add more sections for all elected officers’ job duties. Each Club is required to have a President, Vice-President, Secretary, Treasurer, and Senate Representative.)

# SAMPLE CONSTITUTION



## ARTICLE V

### *Officer Removal and Reinstatement*

**Section 1:** Termination of Officer and Reinstatement. (State the conditions under which a club officer is terminated and how reinstatement is accomplished.)

## ARTICLE VI

### *(Optional) Executive Council*

**Section 1:** The Executive Council shall consist of the elected officers and the faculty advisor. (Titles for chairpersons of standing committees may be added.)

**Section 2:** (State the powers and duties of the Executive Council.)

**Section 3:** A (state what majority—two-thirds, three-fourths, or simple majority) \_\_\_\_\_ vote of the Executive Council shall be necessary to pass any business referred to the Executive Council.

## ARTICLE VII

### *Elections*

**Section 1:** Time of election. [e.g., the last meeting in December and the last meeting in May.]

**Section 2:** [Method of nomination, method of voting, and vote required.]

## ARTICLE VIII

### *Meetings*

**Section 1:** [Frequency of meetings.]

## ARTICLE IX

### *Quorum*

**Section 1:** (State specifically the minimum number of members that must be present at a meeting to transact business legally.)

## ARTICLE X

### *(Optional) Financial Provisions*

**Section 1:** Dues. (Make a brief statement regarding dues, if any, including the amount, when payable and to whom.)

## ARTICLE XI

### *Amendments*

**Section 1:** [Optional] Amendments must be presented to the Executive Council for approval before being submitted to the Club for a vote.



# SAMPLE CONSTITUTION



**Section 2:** Provision for Notice. (It is suggested that notice be given to the membership regarding a proposed amendment to the Club’s Constitution one meeting prior to the actual vote.)

**Section 3:** This Constitution may be amended by a \_\_\_\_\_ (state what majority) vote of the membership at the first meeting of the Club at which a quorum is present following the approval of the amendment by the Executive Council.

## ARTICLE XII

### *Enacting Clause*

**Section 1:** This Constitution shall become effective upon approval of the Yakima Valley College Student Senate.

# CLUB ADVISOR RESPONSIBILITIES



1. **To the club:** The nature of the relationship between you and your club will vary, not only with each organization, but also from time to time within the group. As an advisor, your responsibility is to the club, the individual and the college, which it serves.
2. **To the college:** Advisors of student organizations at Yakima Valley College occupy position unique in these groups. Advisors work with the students and should not consider themselves as persons who direct the groups' programs and activities. Your role should be as a person who guides the group in accordance with policies and procedures, regulations, purposes and ideals of the college. Special attention should be given to educational, cultural, social, and recreational values of your group's activities.
3. **Specific Responsibilities:**
  - a. Attend all club meetings.
  - b. Assist the club officers in planning their programs, activities, and budgets.
  - c. Supervise financial procedures for funds of the club as outlined in the ASYVC Financial Code and Code of Student Rights and Responsibilities.
  - d. Approve all expenditures and budgets; be responsible to see that all club members turn in to the Student Life office (all receipts, requisitions, travel authorizations/vouchers, petty cash, invoice vouchers copies of deposits, etc.) to be posted to the club account.
  - e. Require the club to maintain current records for the ASYVC Cabinet to include a list of current officers, constitution, and current approved budget.
  - f. Ensure your club is represented at the Senate meetings by sending your Senate Representative.
  - g. Attend and supervise all activities your club sponsors.
  - h. Be responsible for student travel as defined in the travel section.
  - i. Have a working knowledge of the club's constitution and/or statement of purpose.
  - j. Ensure that activity, facility, and purchase requests must be processed **a minimum of two (2) weeks, prior to the scheduled event.**

# CLUB ADVISOR RESPONSIBILITIES



## *Selection of an Advisor*

A group forming a club has the responsibility of contacting a full-time faculty or staff member of YVC. The Manager of Student Life and the Dean of Student Services must approve the advisor.

Club Advisors are vital to student and club success. They offer guidance and assistance to ASYVC Clubs and serve as a resource and role model to students. Club Advisors are not paid for their time and efforts; it is strictly a volunteer position. The Student Life Department appreciates the commitment advisors show to students and the contributions they are making to student success on the YVC campus.

Sometimes it becomes necessary for a club to petition for the removal of an advisor from their role due to differences in philosophy, goals, or working styles. When this action becomes necessary, the ASYVC requires the following steps to be taken:

1. The club officers, club advisor, and Manager of Student Life meet to discuss the situation and possible solutions.
2. If the situation cannot be resolved and the advisor does not want to resign from the position, the club may proceed with the petition to remove the advisor.

## *Petition for Removal of Club Advisor*

1. The elected officers shall present complaints and accusations to the club members for review and discussion.
2. In the case that there is no action by the accused to the complaints—such as a satisfactory explanation or resignation from their position—a petition may be initiated. Fifty-one percent of registered members must sign to continue the removal process.
3. After a petition is completed and on file in the Student Life office, a public meeting with the club membership will take place addressing the removal of the advisor. The ASYVC Cabinet expects at least eighty percent of the club membership to be present.
4. The final decision will be a vote by the club, needing a  $\frac{3}{4}$  majority of votes to pass. Eighty percent of the membership must vote.
5. The club will be expected to have a new advisor within two (2) weeks.
6. The constitution governing the Associated Students of Yakima Valley College and the Yakima Valley College Code of Student Rights and Responsibilities, requires that all recognized clubs have an advisor who is a full-time employee of YVC. In the event that a club loses their advisor, the Student Life Manager, or designee, will serve as the advisor for no longer than a two (2) week period so the club can retain its status while finding another advisor. If no advisor can be found after the two (2) week period, the club loses its status as a recognized ASYVC organization.

# CLUB ADVISOR AGREEMENT



As the faculty/staff club advisor, I agree to:

1. Have a working knowledge of the club's constitution and understand the nature, objectives, and purpose of the club.
2. Attend club business meetings and activities.
3. Foster teamwork within the club.
4. Be aware of and adhere to YVC policies, forms procedures, travel requirements, and purchasing processes.
5. Supervise financial procedures for funds of the club as outlined in the Students Financial Code which includes overseeing accurate recordkeeping and bookkeeping.
6. Encourage all members to participate in the activities and services of the club.
7. Promote club interests through new member recruitment and through campus and community involvement.
8. Support the evaluation of club objectives regularly and assist in continual club improvement.
9. Promote opportunities for student development both within the club and through their larger academic experience.
10. Accompany members on all club-related outings, practices, events, and activities. If unable to attend, will designate a substitute YVC faculty/staff member to act as the club advisor and representative of YVC.
11. Be aware of safety issues and take steps to minimize the chance of injury.
12. Register and follow the rules set forth by club-registered affiliate organizations.
13. Support and enforce the *Student Code of Rights and Responsibilities* regarding responsible student behavior. In relation to club events and travel—this includes but is not limited to—zero consumption of alcohol and illicit drugs (by students, faculty, staff, and volunteers), rowdiness that damages property or makes others uncomfortable, and theft of property (hotel towels, ashtrays, etc.).
14. Refrain from intimate or romantic involvement with students.
15. Promote a club environment that is free of harassment and discrimination.
16. Assist the club officers in planning their programs, activities, and budgets.
17. Approve all expenditures and budgets, be responsible to see that all club members turn in all receipts to the Student Life Office (i.e. Requisitions, Travel Authorizations, Travel Expense Vouchers, Petty Cash, Invoice Vouchers, Deposit Receipts, etc.)
18. Require the group to maintain current records for the ASYVC Executive Board to include a list of current officers, constitution, and current approved budget.
19. Ensure your club is represented at the Senate meetings (Mondays, 12:30-1:00pm) by sending your Senate Representative.
20. Ensure that activity, facility, and purchase requests are processed a **minimum of two (2) weeks** prior to the scheduled event.

# CLUB ADVISOR AGREEMENT



**I have read and will adhere to the ASYVC Faculty/Staff Club Advisor Agreement**

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Club Advisor Signature	Name of Club	Date
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**I have discussed these responsibilities with this Faculty/Staff member and support their involvement with this club.**

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Supervisor	Division/Department	Date
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Dean	Division/Department	Date
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# S&A BUDGET DISTRIBUTION FOR CLUBS



YEARS ACTIVE	BASE AMOUNT FOR FOOD	BASE S&A AMOUNT FOR OTHER EXPENSES	STUDENT LIFE EXPECTATIONS
5+ years	\$500.00 <ul style="list-style-type: none"> <li>Money can be used to purchase food for club meetings OR for other expenses</li> </ul>	\$3,500.00 <ul style="list-style-type: none"> <li>Money can be used for field trips, t-shirts, supplies, food, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Must hold at least 2 fundraisers a year</li> <li>Club must participate in all Club Fairs</li> <li>Club must participate in Spring Fling</li> <li>1 club representative should be present at every Senate meeting</li> <li>All club Presidents &amp; Treasures should be meeting once a quarter ASYVC President &amp; Treasurer will schedule meeting</li> </ul>
3+ years	\$300.00 <ul style="list-style-type: none"> <li>Money can be used to purchase food for club meetings OR for other expenses</li> </ul>	\$2,500.00 <ul style="list-style-type: none"> <li>Money can be used for field trips, t-shirts, supplies, food, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Must hold at least 2 fundraisers a year</li> <li>Club must participate in all Club Fairs</li> <li>Club must participate in Spring Fling</li> <li>1 club representative should be present at every Senate meeting</li> <li>All club Presidents &amp; Treasures should be meeting once a quarter ASYVC President &amp; Treasurer will schedule meeting</li> </ul>
1+ years	\$250.00 <ul style="list-style-type: none"> <li>Money can be used to purchase food for club meetings OR for other expenses</li> </ul>	\$1,500.00 <ul style="list-style-type: none"> <li>Money can be used for field trips, t-shirts, supplies, food, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Must hold at least 1 fundraiser a year</li> <li>Club must participate in all Club Fairs</li> <li>Club must participate in Spring Fling</li> <li>1 club representative should be present at every Senate meeting</li> <li>All club Presidents &amp; Treasures should be meeting once a quarter ASYVC President &amp; Treasurer will schedule meeting</li> </ul>
Less than 1 year	\$250.00 <ul style="list-style-type: none"> <li>Money can be used to purchase food for club meetings OR for other expenses</li> </ul>	\$1000.00 <ul style="list-style-type: none"> <li>Money can be used for field trips, t-shirts, supplies, food, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Must hold at least 1 fundraiser a year</li> <li>Club must participate in all Club Fairs</li> <li>Club must participate in Spring Fling</li> <li>1 club representative should be present at every Senate meeting</li> <li>All club Presidents &amp; Treasures should be meeting once a quarter ASYVC President &amp; Treasurer will schedule meeting</li> </ul>

**NOTES:**

- All new clubs get an initial \$250.00 of seed money
- Money not spent in the academic year will roll over to the next academic year
- Other funds can be requested from Senate throughout the year for legitimate expenses
- **The S&A Club Budget Request Form will be sent via email to the advisor in Winter quarter**

# CLUB PURCHASING GUIDELINES



**BUDGET:** A budget is a plan expressed in dollar amounts that acts as a roadmap to carry out a club's mission and objectives. Your budget is awarded at the beginning of the fiscal year on July 1. New clubs are given a budget of \$250 – if a club needs more money it will have to do fundraisers to acquire it. All student fund money (522 accounts) must go through Karla Rabadan, Student Life Manager. Purchases over \$1,000 must also be approved by Leslie Blackaby, Dean of Student Services.

**MAKING A PURCHASE:** A [Student Life Purchase Request](#) will need to be filled out by the Club Advisor or Club President and signed by the Advisor and Student Life Manager. In emergency cases, an email will suffice. **Two weeks minimum is required before a purchase is needed.** Please be aware that the purchasing process must go through many stages before completion and needs time. Involve the Student Life Manager as soon as you can in the process. The Purchasing Department should also be contacted when using a new vendor/artist.

**FUNDRAISING:** A Fund-Raiser Proposal, [Student Life Purchase Request](#), and [Change or Petty Cash Fund Request](#) are required prior to the planned event. An event flier must be attached to the Requisition. If you are serving food as your fundraiser, please review the Bake Sale Guidelines (pg.18). A [Deposit Transmittal Form](#) is required when you deposit your fundraising cash into your club account. Money received during a fundraising event must be deposited on the same day as the event. Cash cannot be kept overnight by an advisor or club member. If you would like to utilize a credit card terminal, a [Credit Card Terminal Checkout Form](#) is available here, please review guidelines.

**GIFT CARDS/RAFFLES:** Gift cards can be purchased from Safeway with club funds for prizes. Fill out the [Student Life Purchase Request](#) with specific denomination desired. A check will be created in the Business Office for this type of purchase. Again, this process takes time. Allow **at least** three weeks before the check is cut. A [Gift Card Distribution Roster](#) and receipt of the gift cards is required

**FOOD:** Meetings that include food require a blank sign-in sheet and an agenda/event flier. An event where you want to have food available does not require any additional forms. However, if you want a vendor to cater on Campus please refer to the [Food Service Vendor List](#) for approved vendors. For a vendor to serve/deliver food on Campus they must have a W-9, business license and insurance documents filed with the Purchasing Department before the event. When requesting the use of a new vendor please contact the Purchasing Department at [purchasing@yvcc.edu](mailto:purchasing@yvcc.edu) at least three weeks before your event.

**COSTCO/SAFEWAY:** These are credit cards checked out in the Purchasing Department for use at only Costco and Safeway. A [Student Life Purchase Request](#) is required with back-up documentation: A flier for an event or a blank sign-in sheet and meeting agenda. A designated member of the club or the advisor will make an appointment with the Purchasing Department to check out the credit card at [purchasing@yvcc.edu](mailto:purchasing@yvcc.edu). The card is to be returned as soon as possible--at no time should this credit card be kept overnight.

**PETTY CASH:** This is a last resort use of club funds. [Change or Petty Cash Fund Request](#) must be signed by the Club Advisor and have original receipts attached. Return to Student Life Office when filled out. Petty cash guidelines can be found [here](#). Reimbursement process can be found [here](#).

**ARTIST/PERFORMANCE:** Artists and performers can be hired with club funds. An [Artist Performance Agreement](#), An [AP Invoice Voucher](#), and [W-9](#) are required forms for this kind of purchase.

# CLUB PURCHASING GUIDELINES



***VENDOR AGREEMENTS AND SIGNATURE AUTHORITY FOR CONTRACTS:*** Club Advisors and members of clubs do not have the authority to sign any documents or contracts for Yakima Valley College. All documents and forms requiring a signature must be routed through the Purchasing Department. Only those approved with approved training can complete contract paperwork, which may take up to 6-8 weeks.



# CLUB SIGN IN SHEET



(To be submitted when purchasing food for Club meeting. Please attach a Club meeting agenda or flier when using club money.)

CLUB NAME \_\_\_\_\_

DATE AND TIME \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
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29. \_\_\_\_\_

# FUNDRAISER PROPOSAL



The Student Life Manager is required to approve all fund-raisers prior to the event. Complete this form and schedule a meeting with the Student Life Manager to review the requested date(s), time(s), and forms required for the event. To schedule an appointment, call 509-574-4775 or email request to [krabadan@yvcc.edu](mailto:krabadan@yvcc.edu).

Date Submitted \_\_\_\_\_

Club/Program Name \_\_\_\_\_

Advisor Name \_\_\_\_\_ Advisor Phone # \_\_\_\_\_

Student Contact Name \_\_\_\_\_ Student Cell Phone # \_\_\_\_\_

Type of Fund-Raiser (Check one below)

- Bake Sale
- Raffle
- Service Sale (i.e. dinner, dance, concert, other)
- Tangible Item Sale – List of items to be sold: \_\_\_\_\_  
\_\_\_\_\_
- Auction

Title of Fund-Raiser \_\_\_\_\_

Date(s) of Fund-Raiser: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Where will the Fund-Raiser be held?  On Campus Location: \_\_\_\_\_

Off Campus Location: \_\_\_\_\_

Club/Program Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
I authorize the above fund-raiser.

Manager of Student Life Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes:

# BAKE SALE GUIDELINES

ASYVC Club members can make and sell cupcakes, cookies, brownies, etc. They **cannot make or sell cheesecakes, custards, or any items with fillings. NO items with meat poultry, etc.** unless those items have been made in a licensed kitchen.

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1. **APPROVAL** – If your club is thinking of sponsoring a Bake Sale, you must obtain approval from the Coordinator of Student Life.
2. **FOOD HANDLER PERMIT** – At all times during the Bake Sale at least one member of the club must be present with their current certified food handler’s card.

Food Handler Cards are obtained at the Yakima Health District, **1210 Ahtanum Ridge Drive, Union Gap, WA 98903 (509)5754040**. A computerized test is available Monday-Friday from 8:30-11am and 1:30-3:30pm. Picture ID is required and the test costs \$10, payable online with a credit card. A 4% convenience fee will apply to credit purchases at the Yakima Health District. Test takes 45min-1hour (watch a video and take a written test). Testing is also available online and payable with a credit card. Go to <https://www.foodworkercard.wa.gov/language.html> for online testing. If you are interested in studying before the test, visit the Washington State Department of Health website: <https://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerManual>.

If the club chooses, it can pay for the Food Handler Card with club finds via:

- Student Life Purchase Request – Please include Customer Number 56YVCC.  
OR
- Petty Cash Reimbursement – using personal funds, to be reimbursed to the club member (see Student Life for the proper paperwork).

**Once you have received your Food Handler Card, bring a photocopy of it to the Student Life Office so it can be placed in your club’s budget file for the current year.**

3. **HUB TABLE REQUEST** – To reserve a table in the HUB for your Bake Sale contact the Student Life Program Assistant at [rbaca@yvcc.edu](mailto:rbaca@yvcc.edu) with the date, time, and location at least one week in advance. You can find the HUB table request form on our website.
4. **CASH BOX AND CHANGE** – Pick up a **Change or Petty Cash Fund Request Form** from the Student Life Office (HUB room 145) or you can find it in the forms portal. At least 48 hours prior to the Bake Sale, arrange to obtain a cash box with a \$20.00 change fund from the Cashier’s Office in the Deccio Building, (509)574-4660.
5. **DEPOSIT** – After the Bake Sale, reconcile the cash box using a **Deposit Transmittal Form** obtained from the Student Life Office (HUB room 145). Make sure to take out the “\$20.00 change fund” to be deposited separately. Return the cash box and make the cash deposit at the Cashier’s Office in Deccio. If the Cashier’s Office is closed, make arrangements with the Security Office (509)574-4699 to properly store the cash and cash box until the next business day. After making the deposit at the Cashier’s Office, **submit a copy of the deposit receipt to the Student Life Office (HUB room 145).**

**IMPORTANT:** IF YOU CANCEL A FUNDRAISING EVENT, notify the Student Life Office ASAP

Karla Rabadan, Manager of Student Life, (509)574-4775, [krabadan@yvcc.edu](mailto:krabadan@yvcc.edu)

Roxanne Baca, Program Assistant, (509)574-6878, [rbaca@yvcc.edu](mailto:rbaca@yvcc.edu)

# DONATION FORMS



*All donation forms can be found in the YVC Staff/Faculty portal or in the YVC Student Portal under the 'Forms' tab.*

*Disclaimer: Clubs are not allowed to donate any funds to any organization, they can only receive donations.*

[Monetary Donation Form](#)

[Non-Monetary Donation Form](#)

# EVENT PLANNING GUIDELINES



**FACILITY OPERATIONS AND SECURITY:** Be advised that Facility Operations and Security need a lot of time to plan and set-up for events. ASYVC will need plans, requests, and information about any event well in advance. Please read the Facility Operations' "Tips to Help Clubs and ASYVC Plan Successful Events!" (pg. 22).

**SPACE REQUESTS:** Space requests for events must be processed at least two weeks in advance through ASYVC.

Contact: Roxanne Baca, [rbaca@yvcc.edu](mailto:rbaca@yvcc.edu), 509.574.6878 (Yakima Campus)  
Stacy Wahl, [swahl@yvcc.edu](mailto:swahl@yvcc.edu), 509.882.7062 (Grandview Campus)  
Karla Rabadan, [krabadan@yvcc.edu](mailto:krabadan@yvcc.edu), 509.574.4775

**OFF-CAMPUS MEETINGS:** If clubs want to have an off-campus meeting such as: bowling, eating at a restaurant, or an escape room, etc. an Off-Campus Club Meeting Form (pg. 23) is required, Sign-in Sheet and Meeting Agenda as well.

**FOOD AND PURCHASING:** Please see Purchasing Guidelines (pg. 15).

**FUNDRAISING:** Please see Purchasing Guidelines (pg. 15). Student Life Purchase Request (pg. 15), Change Fund Request (pg. 15), and Fund-Raiser Proposal (pg. 18) are required forms. A Deposit Transmittal form is required when you deposit your fundraising cash into your club account (pg. 15). Money received during a fundraising event must be deposited on the same day as the event. Cash cannot be kept overnight by an advisor or club member. The Student Life Manager can lock up a Cashier's Lockbox overnight as a last resort.

**HIRING A PERFORMER/ARTIST:** Please Purchasing Guidelines (pg. 15). Artist Performance Agreement, A-19, and W-9 are required forms.

**EVENTS OUTSIDE OF NORMAL BUSINESS HOURS:** May incur an addition Custodial Fee as well as Security fee.

# TIPS TO HELP CLUBS AND ASYVC PLAN SUCCESSFUL EVENTS

## When reserving a space:

- a. Reserve well ahead of time – **at least 2 weeks BEFORE the event!**
- b. Have the entire setup nailed down before requesting the space or email it to facilities the week before (making a note on the reservation that it will be sent later – and follow up on it). If it is not a typical setup, include a map of what you want, and make sure you get approval for the new setup ahead of time.
- c. Think about how many power carts, extension cords, etc. you need. Include that in the reservation. It is better to have more than you need than not enough.
- d. If the event will be on the lawns, please get Jeff Morrow involved early. Vehicles and trailers can be too heavy for the lawns and he can tell you where the best location is for them. Ask on these, make a plan.
- e. If a vendor/partner setup requires staking (like tents, bouncy things, etc.) make sure Jeff Morrow is involved in planning the locations. Those stakes can damage the sprinkler systems.
- f. Think about trash cans and put them in the space reservation. You can even put an extra note for the Custodial staff that there will be food or that extra clean-up is needed.
- g. For special items, like the “coming out” door for example, that need to be moved the location of this item needs to be included on the reservation.
- h. Only the maintenance and custodial staff can move furniture. This is to protect you, the furniture, and the buildings. If a setup is wrong, call us.

Remember that not all students go through the HUB. When advertising events, put them in ALL buildings – do not forget about South & West Campus. Staff also likes to know what events are happening around campus.

And most all: **HAVE FUN!**

**Facilities Operations Department**

# OFF-CAMPUS CLUB MEETING FORM



1. Attach a Club meeting agenda or flier when using club money.
2. Fill out and return with a Student Life Purchase Request Form to the Student Life Coordinator or Program Assistant at least 10 days in advance to scheduled date.
3. When traveling off-Campus--even a very short distance--a Travel Authorization must be filled out with the Business Office. Please attach a copy of the Travel Authorization with this form.
4. Advisor is responsible for verifying attendance.

DATE OF TRAVEL: \_\_\_\_\_

CLUB NAME: \_\_\_\_\_

RESTAURANT/BUSINESS NAME: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

	NAME	SIGNATURE
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# CLUB PROMOTION



**All club promotions must go through ASYVC Officer of Public Relations before being posted or distributed on Campus. There is a required 2-week (10 business day) lead time for processing.**

**POSTERS:** All posters and other advertising posted on campus must be labeled with the non-discrimination disclaimer and a posting duration sticker. The anti-discrimination disclaimer can be found on our website under Community Relations or at this link: <https://www.yvcc.edu/branding/required-statements.php>. Art supplies are available in Student Life Office both in Yakima and Grandview. Clubs can have posters printed at the YVC print shop, but all designs must go through Student Life/ASYVC before submitting. There is a one poster per building cap—pending permission.

**A-FRAME SIGNS:** A-Frame signs are available for club promotion. Check them out from Student Life. You are responsible for them while they are being used to promote your club or event and it is your responsibility to return the signs promptly after use.

**COMMUNITY RELATIONS:** Any time the YVC logo is used, it must be approved by Community Relations in advance. Contact Dustin Wunderlich ([dwunderlich@yvcc.edu](mailto:dwunderlich@yvcc.edu)) or Stefanie Menard ([smenard@yvcc.edu](mailto:smenard@yvcc.edu)) for logo use approval.

**INSTRUCTORS:** Instructors can promote clubs, their mission, and share promotional posters and flyers. Ask individual instructors for their permission to post in their classroom. Instructors are not required to promote clubs or events—it is at their discretion.

**THE HUB:** The HUB has designated areas for posting posters. Please use the correct bulletin board for your promotion. There are separate areas for Club Promotions, Club Announcements, HUB Events, Community Postings, and Campus Events. There is also a BrightAuthor screen available for promotion—contact the ASYVC Public Relations to add a “slide” to the viewer.

**SOCIAL MEDIA:** ASYVC has Instagram, Facebook, and TikTok. Contact Public Relations if you want your event or club info and meeting times posted on social media.

## CONTACT INFO:

ASYVC Officer of Public Relations and Marketing	Email	Phone	Location
VACANT	<a href="mailto:asbprp@yvcc.edu">asbprp@yvcc.edu</a>	509.574.6800x3212	HUB 144



# POSTER DISTRIBUTION



Note: All materials must be approved for posting on Campus by ASYVC Public Relations. If not already approved for posting, take posters to Student Life in the HUB for approval. Numbers in parenthesis are the maximum number of posters allowed in each location.

## **PRIOR HALL (3):**

- Board on first floor
- Upstairs board
- Post on bulletin Board by Community Relations (Room 112)

## **KENDALL HALL (1):**

- Music department, back of building, across from Larson Gallery

## **HUB (7):**

- Outside: South entrance, kiosks by faculty parking lot (4 posters max)
- Inside: Club Events Board across from Yak Grab-N-Go Marketplace
- Inside: YVC Events Board next to microwave station
- Inside: HUB Events Board below TV monitor
- Inside: Community Board by North Entrance (only for non-YVC events)

## **DENTAL HYGIENE CLINIC (1):**

- Give to front counter staff for posting (can be difficult to access—depends on scheduling)

## **GLENN ANTHON HALL (4):**

- Downstairs: Give one copy to the front counter staff for posting
- Downstairs: Math Center
- Downstairs: Writing Center
- Upstairs: Give one copy to the front counter staff for posting

## **SHERAR GYM (3):**

- Board in the entryway
- Boards in the hallway (X2)

## **DECCIO BUILDING (4):**

- Student Computer Area across from Registration (Room 108)
- Counseling Center (Room 164)
- First floor foyer bulletin board across from the Parker Room
- Second floor foyer bulletin board at the top of the stairs

## **PALMER MARTIN HALL (2):**

- Downstairs: Outside the Faculty Office Area
- Downstairs: Inside the Faculty Office Area

# POSTER DISTRIBUTION

## **SUNDQUIST HALL (3):**

- Across from room 141
- Just inside East side single door
- By the Basic Skills Counter (Room 160)

## **ALLIED HEALTH (1):**

- Front Bulletin Board (Room 101—can be difficult to access depending on time of year)

## **STUDENT RESIDENCE CENTER – SRC (3):**

- Main Office hallway
- Lyon Hall – front entrance area
- Give one copy to staff for locked residence building

## **CAMPUS OPERATIONS BUILDING (1):**

- Bulletin Board in hallway

## **SKILLS CENTER (2):**

- Bulletin Board by front office
- Bulletin Board in hallway

## **LARSON GALLERY (1):**

- Leave with Gallery staff

## **RAYMOND HALL (1):**

- Library hallway Bulletin Board

## **GRANDVIEW (3):**

- Put 3 copies in the mailbox for Stacy Wahl – include a note asking her to post

# ADVERTISING YOUR CLUB



**ADVERTISING:** Your club can be advertised on posters around campus, social media, at ASYVC events and with prior coordination (ex: popcorn tabling).

**IMAGES:** Posters can be designed and handmade by club members. Digital designs (printed posters, social media) will be composed by the ASYVC Public Relations officer, but design elements and images can be chosen by club members.

A club logo can be designed, this helps give the club a uniform look and can be used in all advertisements throughout the year. An established design builds familiarity among students and makes publishing events much faster. The club logo must be approved by Community Relations first.

All designs can have input from the club members/advisors, if there is a certain color scheme or image you would like to be included, it can be discussed with the Public Relations officer. Please discuss any ideas regarding designs and images with your club members and bring them to the ASYVC Public Relations officers, this helps the look of your advertisements be unique to your club and club members.

## **CONTACT INFO:**

<b>ASYVC Officer of Public Relations and Marketing</b>	<b>Email</b>	<b>Phone</b>	<b>Location</b>
VACANT	<a href="mailto:asbprp@yvcc.edu">asbprp@yvcc.edu</a>	509.574.6800x3212	HUB 144

# QUARTERLY CLUB REPORT



Every quarter YVC clubs must give a formal report of their accomplishments to the ASYVC Senate. Complete the following information and submit it to the ASYVC Secretary. The Secretary will place a copy of your club's Quarterly Report in the next Senate Packet and inform you of the meeting date. On that scheduled date, your club representative will be responsible for giving a 1-2 minute verbal report to the ASYVC Senate.

Club Name: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Number of Members: \_\_\_\_\_

(Attach Club Roster)

## Completed Accomplishments:

Briefly summarize your club activities for this quarter and describe any collaboration the club has had with other college departments, ASYVC, clubs, and/or the community during the quarter.

## Reflects the College Mission:

How has your club incorporated any of the following into your activities? (Cultural/Diversity Awareness, Learning Outside of the Classroom, Social/Group Dynamics, Recreational/Wellness, Community Service/Service Learning, Opportunities for Leadership Development, Participation in College Governance, Foster College Involvement/Partnerships.)

## Budget:

Has the club met its proposed budget plans so far: are you over-budget or under-budget, and what amount of revenue have you generated this quarter? What fundraisers have you held?

\_\_\_\_\_  
Club Advisor's Signature and Date

\_\_\_\_\_  
Club President's Signature and Date

**This section for ASYVC Student Government use.**

### PARTICIPATION:

Senate Meeting Attendance \_\_\_\_\_  
Club Presidents Meeting attendance \_\_\_\_\_  
Club Vice Presidents Meeting attendance \_\_\_\_\_  
Club Day Events attendance \_\_\_\_\_

### BUDGET:

Timely submission of paperwork\* \_\_\_\_\_  
\*Paperwork includes but is not limited to purchase requests, travel authorizations, activity waivers, petty cash, deposit slips, raffle summary, and quarterly reports.

# RAFFLE GUIDELINES

*If your club chooses to hold a raffle, you must read the following packet and abide by the guidelines. Disregard the Paddle Wheel instructions as YVC does not participate. 50/50 Raffles are only allowed if the reward is a gift card. No checks or cash can be given out.*

*\*For raffles, please schedule an appointment with Roxanne to go over the guidelines & distribution.*

[Raffle Recordkeeping Packet](#)

# TRAVEL CHECKLIST

## ➤ Student Clubs or if traveling in a Group

- If the **club advisor or staff member** is driving the students to the destination, you will need to do the following:
  - Let Student Life Manager or staff know of your travel plans at least 6-8 weeks before the trip
  - Advisor will have to fill out a Travel Authorization Form (found in the Staff Portal under Forms or in Accounting Services (Travel Desk)) and compile (along with student's assistance) the following documents:
    - Agenda of travel plans or event
    - Liability Waiver Form fully filled out for those students traveling with advisor
    - Price of lodging (if any is required) **NOTE: students are allowed to share rooms if they are of the same sex, however the college does not endorse it and it is not required. Staff/faculty not allowed to share room with students.**
    - Per diem for everyone (based on per diem rates)
    - Mileage costs
    - Rental car costs (if any is needed also include a screenshot of the cost)
    - Parking costs (if any is needed)
    - Cost for any tickets, conferences, fees, etc. (if any are needed also include a screenshot of the cost)
    - Any other supporting documents
    - Must have a valid ID & drivers' insurance
    - Select 'Yes' if you would like a travel advance
    - Budget number the costs will be charged to (ask Student Life staff if it is coming out of the clubs account or another S&A account)
    - Your handwritten signature along with the signatures of
      - Department Supervisor
      - Paying Department
      - Vice President (if over \$3,000)
      - The President (for out of state travel or if exceeds maximum lodging, form included)
      - Grants & contracts office (if Grant (fund 145) used)
      - If the travel is not paid by your department, it must be signed by the paying department too

## ➤ Student Clubs or if traveling in a Group

- If the **student** is driving themselves and other students to the destination, you will need to do the following:

# TRAVEL CHECKLIST

- Let Student Life Manager or staff know of your travel plans at least 6-8 weeks before the trip
- Student will have to fill out a Travel Authorization Form (found in the Staff Portal under Forms or in Accounting Services (Travel Desk)) and compile (along with the advisor's & other students assistance) the following documents:
  - Agenda of travel plans or event
  - Liability Waiver Form fully filled out for those students traveling with advisor
  - Price of lodging (if any is required) **NOTE: students are allowed to share rooms if they are of the same sex, however the college does not endorse it and it is not required. Staff/faculty not allowed to share room with students.**
  - Per diem costs (based on per diem rates)
  - Mileage costs
  - Rental car costs (if any is needed also include a screenshot of the cost)
  - Parking costs (if any is needed)
  - Cost for any tickets, conferences, fees, etc. (if any are needed also include a screenshot of the cost)
  - Any other supporting documents
  - Must have a valid ID & drivers' insurance
  - Select 'Yes' if you would like a travel advance
  - Budget number those costs will be charged to (ask Student Life staff if it is coming out of the clubs account or another S&A account)
  - Your handwritten signature along with the signatures of
    - Department Supervisor
    - Paying Department
    - Vice President (if over \$3,000)
    - The President (for out of state travel or if exceeds maximum lodging, form included)
    - Grants & contracts office (if Grant (fund 145) used)
    - If the travel is not paid by your department, it must be signed by the paying department too

## ➤ **Student Traveler**

- If the **student** is driving themselves to the destination, you will need to do the following:
  - Let Student Life Manager or staff know of your travel plans at least 6-8 weeks before the trip

# TRAVEL CHECKLIST

- Student will have to fill out a Travel Authorization Form (found in the Staff Portal under Forms or in Accounting Services (Travel Desk)) and compile the following documents:
  - Agenda of travel plans or event
  - Price of lodging (if any is required) **NOTE: students are allowed to share rooms if they are of the same sex, however the college does not endorse it and it is not required. Staff/faculty not allowed to share room with students.**
  - Per diem for costs (based on per diem rates)
  - Mileage costs
  - Rental car costs (if any is needed also include a screenshot of the cost)
  - Parking costs (if any is needed)
  - Cost for any tickets, conferences, fees, etc. (if any are needed also include a screenshot of the cost)
  - Any other supporting documents
  - Must have a valid ID & drivers' insurance
  - Select 'Yes' if you would like a travel advance
  - Budget number those costs will be charged to (ask Student Life staff if it is coming out of the clubs account or another S&A account)
  - Your handwritten signature along with the signatures of
    - Department Supervisor
    - Paying Department
    - Vice President (if over \$3,000)
    - The President (for out of state travel or if exceeds maximum lodging, form included)
    - Grants & contracts office (if Grant (fund 145) used)
    - If the travel is not paid by your department, it must be signed by the paying department too
- **Travel Reimbursement (applies to all)**
  - **Must be completed after travel**
    - Student or Staff will have to fill out the Travel Expense Voucher form (found in the student or staff portal) following completion of your travel
    - Must attach receipts for hotel, rental car, parking costs, baggage fees, etc.
    - No receipts are needed for meals unless a food travel card is checked out (for student travel only)

## For Questions:

- Please work with your club advisor
- Reach out to Student Life Staff



# TRAVEL CHECKLIST



<p><b>Karla Rabadan</b> Student Life Manager Yakima &amp; Grandview 509.574.4775 <a href="mailto:krabadan@yvcc.edu">krabadan@yvcc.edu</a></p>	<p><b>Roxanne Bacca</b> Program Assistant Yakima 509.574.6878 <a href="mailto:rbaca@yvcc.edu">rbaca@yvcc.edu</a></p>	<p><b>Maricela Ramos</b> Office Assistant Yakima 509.574.6800x3345 <a href="mailto:mramos@yvcc.edu">mramos@yvcc.edu</a></p>	<p><b>Stacy Wahl</b> Program Assistant Grandview 509.882.7062 <a href="mailto:swahl@yvcc.edu">swahl@yvcc.edu</a></p>
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# TRAVEL FORMS



*All travel forms can be found in the YVC Staff/Faculty portal or in the YVC Student Portal under the 'Forms' tab.*

[Travel Authorization](#)

[Travel Expense Voucher](#)

[Meal Per Diem](#)

[Liability Waiver Form](#)

# STUDENT LIFE CONTACT SHEET 24-25



NAME	POSITION	CAMPUS	EMAIL	PHONE NUMBER
Karla Rabadan	Student Life Manager	YK & GV	<a href="mailto:krabadan@yvcc.edu">krabadan@yvcc.edu</a>	509.574.4775
Roxanne Baca	Program Assistant	YK	<a href="mailto:rbaca@yvcc.edu">rbaca@yvcc.edu</a>	509.574.6878
Maricela Ramos	Office Assistant	YK	<a href="mailto:mramos@yvcc.edu">mramos@yvcc.edu</a>	509.574.6800x3345
Stacy Wahl	Program Assistant	GV	<a href="mailto:swahl@yvcc.edu">swahl@yvcc.edu</a>	509.882.7062
Damian Saenz-Garcia	GSC President	GV	<a href="mailto:gscp@yvcc.edu">gscp@yvcc.edu</a>	509.882.7063
Alev Ucar	YSC President	YK	<a href="mailto:asbpres@yvcc.edu">asbpres@yvcc.edu</a>	509.574.4889
Alexis Torres-Puga	GSC Vice President	GV	<a href="mailto:gscvp@yvcc.edu">gscvp@yvcc.edu</a>	509.882.7045
Isai Lujan-Ramirez	YSC Vice President	YK	<a href="mailto:asbvp@yvcc.edu">asbvp@yvcc.edu</a>	509.574.4899
Anali Gonzalez	GSC Programmer	GV	<a href="mailto:gscpg@yvcc.edu">gscpg@yvcc.edu</a>	509.882.7044
Jesus Ochoa	YSC Programmer	YK	<a href="mailto:asbprog1@yvcc.edu">asbprog1@yvcc.edu</a>	509.574.6800x3204
Jesus Badillo	GSC Lead Student Ambassador	GV	<a href="mailto:gsctours@yvcc.edu">gsctours@yvcc.edu</a>	509.882.7048
Devante Martinez	YSC Lead Student Ambassador	YK	<a href="mailto:asblsa@yvcc.edu">asblsa@yvcc.edu</a>	509.574.6800x3175
AnnaMaria Delaluz	ASYVC Secretary	YK & GV	<a href="mailto:asbsec@yvcc.edu">asbsec@yvcc.edu</a>	509.574.4891
VACANT	ASYVC PR & Marketing	YK & GV	<a href="mailto:asbprp@yvcc.edu">asbprp@yvcc.edu</a>	509.574.6800x3212
Diana Antonio	ASYVC Treasurer	YK & GV	<a href="mailto:asbtreas@yvcc.edu">asbtreas@yvcc.edu</a>	509.574.6800x4736
Maximilian Torres	Work Study	YK	<a href="mailto:torresmax257@gmail.com">torresmax257@gmail.com</a>	509.910.8357
Noelia Gutierrez	Work Study	YK	<a href="mailto:noeliagutierrez102@gmail.com">noeliagutierrez102@gmail.com</a>	509.961.8235
Julio Brizuela	Work Study	YK	<a href="mailto:julio.brizuela414@gmail.com">julio.brizuela414@gmail.com</a>	509.930.8170
Araceli Castaneda Reyna	Work Study	YK	<a href="mailto:castaraceli000@gmail.com">castaraceli000@gmail.com</a>	509.985.3633
Anahi Gutierrez	Work Study	YK	<a href="mailto:gutierrezgut18y@gmail.com">gutierrezgut18y@gmail.com</a>	509.961.8247
Alejandro Rios Mendoza	Work Study	GV	<a href="mailto:riosmendoza.alejandra@gmail.com">riosmendoza.alejandra@gmail.com</a>	509.831.3057

# STUDENT LIFE CONTACT SHEET 24-25



Claribel Loya	Work Study	GV	<a href="mailto:claribel40loya@gmail.com">claribel40loya@gmail.com</a>	509.305.7697
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