



Club Center
South Seattle College

CLUB LIFE

HANDBOOK FOR STUDENT LEADERS



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WHAT IS A CLUB?

- A club or student organization is a gathering of like minded individuals that want to teach and learn from each other. To grow with each other in a field or area of interest. It can be to join in on an activity or support and celebrate certain identities, etc.

BUT WHO IS GATHERING?

- Anyone attending, working at, or affiliated with South Seattle College. Friends are welcome but a club or student organization must be organized and **led by South Seattle College students**, as funding for clubs and organizations come from student tuition, namely, the services and activities fee. 1 or 2 non-student advisor(s) will help these “leaders” manage it. The rest of the members will be there to follow your lead, support, and enjoy the programs your create.

BUT WHY?

- Some clubs provide a safe space for identities to be celebrated or supported while others can provide an activity to explore or skill to develop. These spaces can serve as an outlet for relaxation, extension of an area of interest, community building, and in many other ways.

WHO ARE YOU AND WHO ARE WE?

CLUB LEADERS

- Club leaders are students that take on a little more responsibility than other members in the club. They help navigate the club through meetings, events, projects, and field trips.
- As agents/representatives of Student Life and South Seattle College, we strive to conduct ourselves according to all state and federal laws, rules and regulations of South Seattle College, and its Student Code of Conduct.
- These roles as described in the next page are ways for you to grow professionally and academically through *event planning, financial tracking, and strategic marketing* to build your resume for job, university, and scholarship applications.

CLUB CENTER STAFF

Funded by S&A fees to support & provide resources for your ideas, events, professional growth, and projects.

Can be reached at:

JERRY BROCKEY CENTER 142

SOUTHCLUBCENTER@SEATTLECOLLEGES.EDU

(206)934-5330

<https://www.facebook.com/ssclubcenter>

<https://southseattle.edu/student-life/student-clubs/>

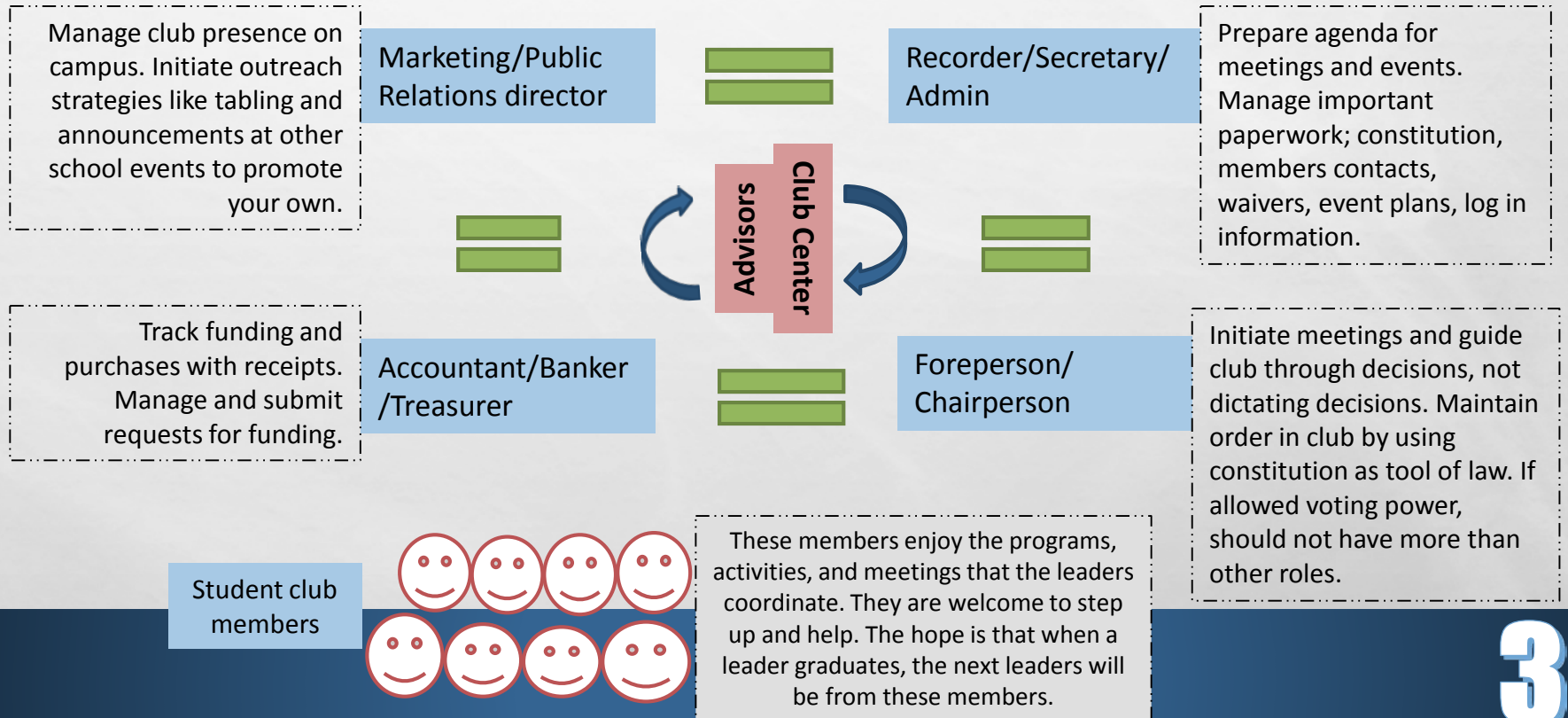
- *Email and voicemail checked daily*

PLEASE SIGN IN AT THE FRONT DESK WHEN VISITING. THESE SIGN-IN SHEETS ARE USED TO SHOW SUPPORT FOR CLUB CENTER FUNDING FROM THE S&A FEE BOARD.

TEAM STRUCTURE

CLUB LEADERSHIP SQUARE

To prove a fair leadership, each role should be treated as equal to the others. Distribution of tasks and work load should be spread evenly. Centered between all the leaders are the advisors and club center staff, all of which are at your disposal if you need help. You are welcome to alter these roles so long as they are fully described in your constitution.



PLANNING EVENTS

For a more detailed planning guide, see “[event planning worksheet](#).”

Brainstorm with your team about the following

1. Purpose of event (raise awareness, awards, etcetera).
2. Style or format (*social, panel, screening, etcetera*).
3. Space needed for event (*size and location of setting*)
4. Activities
5. Food/drinks (*how much to spend, where to buy, how to serve*)

Agenda (Microsoft word has templates you can follow)

- Name, date, time, setting of event
- Purpose (*how does it reflect mission statement or benefit students?*)
- Timeline of activities and announcements

DIVIDE AND CONQUER

- **5-6 WEEKS BEFORE EVENT:**
 - Event agenda complete,
 - Organize requests (*food, supplies, vehicles, rooms, resources*)
- **3-4 WEEKS BEFORE EVENT:**
 - Begin marketing (*Flyers, fb, south app, campus wide email*),
 - Submit requests (*food, supplies, vehicles, rooms, resources*)
- **2-3 WEEKS BEFORE EVENT:**
 - Confirm reservations (*room(s), equipment, vehicles.*)
 - Place orders (*online, telephone, prepay where possible*)
- **1 WEEK BEFORE EVENT:**
 - Print sign-in sheets, Waivers, Other forms

RESOURCES: MONEY

Every school year, beginning in September and ending in June, your club will be allowed the use of \$500. Whatever is remaining at the end of the school year, will not carry over to the following year. Instead, it will reset back to \$500 when the new school year begins. It can be used for supplies, food, trips, swag/gear, guest speakers, and in other ways. But in order to utilize it, your club must complete all parts of the application process which include the following:

- a) Must prove your club has a **fair leadership** (*should not be the same 1 or 2 people doing the task of all of the roles*).
- b) Complete your **constitution and by-laws**.
- c) Have an **advisor** (*advisor should attend your events to ensure safety and for reasons of appropriate liability*).
- d) Create a **club binder**.

Requests to use money are due 15 business days in advance at the latest. The earlier the better.

Forms for using money are found at the club center webpage or use a QR app to access it on your smartphone.

<http://www.southseattle.edu/student-life/student-clubs/>



RESOURCES: FLYERS

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Printing flyers

Every time you send us a flyer to print, we will automatically make enough copies, stamp them, and have them posted around the campus for you.

To do this, [E-mail the flyer to southclubcenter@seattlecolleges.edu](mailto:southclubcenter@seattlecolleges.edu) at least 2 weeks before your event.

The longer you advertise your event or meeting, the more people that will attend. We can also make smaller flyers for your team to hand out or print huge poster size ads too. [Tell us if you want this too.](#)

Always include this notice somewhere on your flyer.

“SOUTH SEATTLE COLLEGE DOES NOT DISCRIMINATE AGAINST INDIVIDUALS ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, GENDER, SEX, DISABILITY, AGE, RELIGION, HONORABLY DISCHARGED VETERAN OR MILITARY STATUS, OR SEXUAL ORIENTATION. IF YOU NEED ACCOMMODATIONS FOR A DISABILITY, IF YOU HAVE EMERGENCY INFORMATION TO SHARE, OR IF YOU WILL NEED ASSISTANCE IN THE EVENT OF AN EVACUATION, PLEASE DISCUSS THIS WITH US IN PRIVATE OR CONTACT THE DS OFFICE (RSB 12) AT 206-934-5137 OR DISABILITY.SOUTH@SEATTLECOLLEGES.EDU.”

Making the flyer

Pre-made templates are easiest because they are already designed and only need you to type in key information.

[Canva.com](https://www.canva.com) and [Microsoft Word](https://www.microsoft.com) are great for this.

Try opening Microsoft Word. Under file and new, you can search for flyers. See below.

The screenshot shows the Microsoft Word 'New' search interface. A search bar contains the word 'flyer'. Below the search bar, several flyer templates are displayed in a grid. The templates include:

- Spring festivities flyer: A colorful flyer with tulips and a tree.
- Business flyer: A flyer with a photo of flowers and text.
- Simple Flyer: A flyer for 'CAMPUS BAND BATTLE' with event details.
- Color block flyer: A flyer with a green background and a vertical bar with orange and pink.
- Flyer (dark background): A flyer for 'CAMPUS BAND BATTLE' with a black background and white text.
- Fall event flyer (with...): A flyer with a white background and autumn leaves.

RESOURCES: ROOM REQUESTS

ROOM RESERVATIONS

Rooms can be reserved for meetings as well at events. You can reserve it for 1 day at a time or multiple days at once so you don't have to worry about finding a room for the rest of the quarter or year.

To do this, [fill out the form online](#). Or e-mail the following to Jacob.rosales-perez@seattlecolleges.edu **7 days prior**.

Alternatively, your advisor may also book spaces around campus. They may require earlier or later notice.

1. Which rooms?
2. Which dates?
3. What times (start-end)?

Online form link

<http://www.southseattle.edu/student-life/student-services/>



Rooms	Details
JMB 128	Medium, projector, white board.
JMB 140	Large, projector, customizable.
JMB 142 (Club Center)	Small, Computer to TV, whiteboard.
OLY 111	Small, whiteboard.
OLY 206	Large, projector.
JMB A (events only)	Large, projectors, stage, kitchen, customizable.
JMB B (events only)	Large, projector, stage, kitchen, customizable.
OLY 120	Large, theatre, projector, no food/drinks allowed.
RAH 125	Medium, theatre, projector, yes food/drinks allowed.
For others, email us	Most classrooms, conference rooms, labs, etc.

GENERAL ADVERTISING

YOUR CLUB BINDER (*In club center , should include details of your club*)

- CONSTITUTION
- EVENT FLYERS
- HOW TO CONTACT AND SIGN-UP
- PHOTOS OF CLUB LEADERS
- MISSION STATEMENT

WHEN A STUDENT COMES IN TO THE CLUB CENTER ASKING ABOUT YOUR CLUB, WE CAN REFER THEM TO YOUR BINDER. ASK US IF YOU NEED ONE.

FLYERS (*Should include the following*)

- WHETHER IT IS A MEETING OR EVENT
- CONTACT INFO
- NAME OF CLUBS AND DEPARTMENTS INVOLVED
- DATE, TIME, LOCATION
- MUST INCLUDE SOUTH SEATTLE COLLEGE NON-DISCRIMINATORY STATEMENT

For help on this and other items like how to lead a meeting, please see us at the club center and we will be happy to help!

YOUR INVOLVEMENT IS IMPORTANT IN...

COUNCIL MEETINGS

THIS IS WHEN ALL OF THE LEADERS FROM ALL OF THE CLUBS GATHER FOR THE FOLLOWING:

- PROFESSIONAL DEVELOPMENT
- CHECK-INS
- LEARN ABOUT RESOURCES
- OPEN FLOOR FOR COLLABORATION BETWEEN CLUBS

WHEN AND WHERE ?

IN JMB 140, EMAIL REMINDERS WITH DATES/TIMES FROM CLUB CENTER WILL BE SENT OUT PRIOR TO.

QUARTERLY CLUB FAIRS/OPEN HOUSES

- TABLING FOR RECRUITMENT/ADVERTISEMENT
- SHOWCASE YOUR PURPOSE/OPPORTUNITIES
- ACTIVITIES/FOOD OR REFRESHMENTS

WHEN AND WHERE?

FIRST OR LAST MONTH OF FALL, WINTER, SPRING

SPECIAL REQUESTS

GUEST SPEAKER/PERFORMER

CONTACT THEM AND COMMUNICATE THE FOLLOWING:

- Are they available and what is the cost?
- Do they need a parking pass? (*Club Center will provide it*)
- They should email you or club center an invoice or “bill” before event, with a mailing address for the payment and addressed to, for billing:

STUDENT LIFE
JERRY BROCKEY CENTER 142
SOUTH SEATTLE COLLEGE
6000 16TH AVE SW
SEATTLE, WA 98106

On date of event, they must sign an “*invoice voucher*” that club center will have prepared. Payment will be mailed within 2 weeks of signature.

CLOTHING AND CUSTOMIZED GEAR

- **DECIDE**
how many articles of clothing or gear, sizes, colors, and branding.
- **FIND A VENDOR**
Frockprinting is Club Centers pick for shirts. *Zippydogs* and *Northwestgraphics* are USA and PTKs picks. You may use others.
- **GET A QUOTE**
Estimated cost should include service fee, quantity, branding, etc. If you are happy with the quote, you can place the order and find out how to pay. Club Center Staff can drive up, call, or email to handle the payment. Just let them and us know.

Submit decision, vendor, and quote to southclubcenter@seattlecolleges.edu **15 days before date of use.**

ADVISORS

When seeking advice or guidance, advisors are excellent resources as they are familiar with policies and have seen events and meetings done in many ways. It's important to have them attend to our events and useful to invite them to meetings. Their presence and expertise can help, engage, and inspire.

It's important to remember that planning and execution of your plans is your responsibility. Some are more hands-on and some are more hands-off.

Advisor's access

There are certain things that only SSC staff and faculty members can do. All of these are currently handled through the Club Center Coordinator but some advisors, because they are all SSC staff can jump in to help with these.

- Email entire campus
- Book rooms and event spaces
- Food forms
- Purchase forms
- Invoice vouchers
- Campus vehicle use

VEHICLES, A SEDAN AND A VAN

Campus pool has 2 available vehicles for use. A sedan and a van which may be used for a quick store run or over night trip. To be eligible to drive one, one must:

- Be employed by South Seattle College.
- Have a clean driving record for the past 5 years.

To do 2 weeks in advance.

1. Reserve vehicle in advance on live 25.
2. Have a driver's authorization form signed by an authorized designee. Available at club center.
3. If taking students, they must fill out a travel waiver form. Club center and the club itself will keep these on file for 7 years.

On the day of your trip, go to Campus Services.

- To receive keys, you must present driver's authorization form to campus services.

You will be given 3 forms along with vehicle keys. Return all forms with keys.

1. A copy of insurance in case of any accidents.
2. A form to track the mileage before and after your trip.
3. General instructions.

Lastly, return keys and filled out form to Campus Services.