Clubs F.A.Q.

1. How do I start a club?
   Complete the club petition packet in the Student Activities Office or online.

2. How do I find out more about a club, meeting times, etc.?
   Complete the club interest sheet in the SAO office, or check the campus calendar for meeting times.

3. What clubs do you have on campus?
   Current clubs are listed on the club interest sheet and online.

4. How do I request a club sponsored event/meeting?
   Submit a Student Activities Request Form.

5. How do we reserve a room?
   Submit a Student Activities Request Form.

6. What if we want to serve food?
   Food prepared or stored in a private home is prohibited from being served, or offered for sale. However, there is an exception allowing prepackaged, non-perishable foods from a private residence. Clubs offering food must have a valid Food Handler Certificate on file with the Student Activities Office.

7. What is the club room used for?
   Any club related event, studying, meetings, etc.

8. How do I find out how much money our club has in its account?
   All questions regarding the status of a club or organization account should be directed to the Student Center Manager.

9. How do I request a printing account for our club?
   Complete the club-printing account form.

10. Who can check out the club locker keys?
    Only authorized club members listed in the red key binder.

11. How do I get reimbursed for money spent on a club event?
    Submit a check request for purchases under $100 or a requisition for over $100 through the SAO office.
12. **How do I purchase something with club funds?**
   Please contact the Student Activities Office for a list of approved vendors and the process to purchase from these vendors.

13. **What is ICC?**
   The Inter-Club Council, (ICC) for short, is an organization for recognized clubs. The ICC monitors the activities of all clubs and helps student leaders keep in touch with current events, promote their upcoming events, and learn important information.

14. **What meetings are required for us to attend?**
   Recognized clubs are expected to send a representative to each Full Council meeting. The Full Council meet alternative Wednesdays from 11:30 am - 12:30 pm in the Oceanside Club Room.

15. **What is a club constitution and why do we need it?**
   The Constitution of an organization contains the fundamental principles which govern its operation and establishes the specific rules of guidance by which the group is to function.

16. **How do we change the name of our club or its officers?**
   Submit a completed Change of Information Form to the Student Activities Office advising the Office of the previous and new official name change along with the club minutes recording the authorization of the name change.

17. **What is the club recognition process?**
   New or returning clubs must fill out the Petition for Club Recognition at MiraCosta College Forms. In order to be granted recognition as an official student club, a group must also submit to the Student Activities Office a Petition for Recognition Form with the following:
   a) A draft constitution
   b) An identified campus
   c) A list of ten (10) active members. Club members must be enrolled MiraCosta College students.

18. **How do we advertise our club?**
   Numerous display boards in the Student Center foyer and lounges are changed regularly to announce college events and student activities. Announcements must include who, what, when, where and why and be typed or written out and submitted to the Student Activities Office.

19. **Does the advisor need to attend the club events?**
   Yes the club advisor or co-advisor must be present at every club sponsored event.

20. **Do clubs get assigned a campus email?**
   Clubs are not provided with MiraCosta email accounts at this time.
21. **What if we want to travel with the club?**

Any off campus field trip requires authorization by the Director of Student Activities (or designee) prior to the commencement of the activity. Activities outside the state of California require approval of the appropriate Vice President and/or Superintendent/President. Submit an Activities Request and Field Trip Liability Form with the Student Activities Office. The Travel Request form is required for club travel that involves use of club or organization funds.

22. **What if we want to have a speaker?**

The Classroom Guest Speaker Program is sponsored by MiraCosta College’s Associated Student Government (ASG). Two amounts are available for faculty to request: (1) student guest speaker $50 per speaking engagement, and (2) community member guest speaker $100 per speaking engagement. Please note that guest speakers (student or community member) are limited to three speaking engagements per semester; SAO must receive the request 15 business days prior to the engagement. Form must be accompanied by a Payee Data Card.

23. **How do we make a deposit into the club account?**

A deposit may be made either by cash or check by taking the cash/check directly to the Student Activities Office; however, the Cashier’s Office is preferred at the Oceanside campus. A receipt will be provided to you by the Cashier’s Office upon completion of this transaction. Receipts should be retained by the club as record of the transaction. All monies deposited must include a Receipt, the Club Name and Project Number. Checks of all types should be state: “For deposit only MiraCosta College”. All checks must be made out to “MiraCosta College” or “MCC.” The Club Name and Project # should be referenced in the memo.

24. **How do we organize a fundraiser?**

Recognized Clubs are allowed to raise funds on-campus utilizing District property and facilities, so long as the activities do not interfere with the regular conduct of the District and/or College. Examples of fund-raising include, but are not limited to, product sales, donation drives, walk-a-thons, and ticket sales for special events. Even if the goal of the event is to break even or recover costs, the activity will be considered a fundraiser event if money is collected. Student Activities Request Form is required. All funds raised must then be deposited into a College District Account with the Student Activities Office.