



Student Activities Office

TO: Club Officers and Advisors  
FROM: Jim Gonzales  
DATE: September 3, 2009  
RE: **Welcome Back Students and Advisors!**

**Club  
Recruitment Day**  
**OC-Thurs., Sept. 10th, 12:15 pm @ Pavilion**  
**SEC-Thurs., Sept. 17th, 11 am @ Student Ctr.**

I trust that you had an enjoyable and relaxing summer. Now that we are back in session, it's time to start discussing and planning club activities. With that in mind, I have listed important information for this fall with an update on some exciting ICC projects.

### **Chair of ICC**

Last spring, David Aderhold was elected as the Chair of the Inter-Club Council. David has since transferred from MiraCosta and vacated the chair position. The position is therefore vacant and needs to be filled. If you or one of your students is interested in chairing the Inter-Club Council, please direct them to the ASG web page (go to [www.miracosta.edu](http://www.miracosta.edu)) where they can download an application for the position. Completed applications must be submitted to the Student Activities Office. There is no closing date as the position will remain open till filled. Questions? Call me directly at (760) 795-6899 or email me at [jgonzales@miracosta.edu](mailto:jgonzales@miracosta.edu).

### **Recognition Process**

If you are a **returning club**, you simply need to submit a club recognition form identifying 10 currently enrolled students, an advisor-of-record (fulltime employee), a club president, an ICC representative, and the campus you will be affiliated with. Only attach a copy of your constitution if you have made changes to it since last year; otherwise, we have a copy on file. If you are a **new club**, you will need to submit all of the above, plus a copy of your club's constitution. A sample is available on the ICC web page. Once all petitions are received, you will present your club (student representative must do this) at the September 23<sup>rd</sup> ICC meeting at which time you will be recognized by the council. You can begin to host activities and events prior to recognition, once we have received your petition in the Student Activities Office.

### **Club Recruitment Day**

**Oceanside -- Thursday, September 10<sup>th</sup> at 12:15 p.m.** Checking will be at 11:30 a.m. on a first come, first served basis. You do not need to confirm your attendance in advance. Karaoke entertainment will be provided along with a light lunch.

**San Elijo -- Thursday, September 17<sup>th</sup> at 11 a.m.** To participate at SEC, please contact Nikki Schaper at (760) 944-4449, ext 7806 or email her at [nschaper@miracosta.edu](mailto:nschaper@miracosta.edu).

### **Super Friday (Qualification Deadline)**

If you intend to receive funding or request a locker from the ICC you must submit your petition to SAO by **Friday, September 18<sup>th</sup> at 4:30 p.m.** A club can be recognized at any time throughout the year; however, meeting the qualification deadline allows your club to receive the maximum amount of resources available through the ICC.

### **Co-advisors and Community Members**

Although clubs are required to have a full-time employee as the advisor-of-record, Student Activities encourages you to find an additional individual to act as a co-advisor. Your co-advisor can be anyone employed by the District. It can also be a member of the community; however, such individuals require special hiring paperwork. Please contact SAO if you choose to include a community member as a co-advisor.

### **Activities Calendar & Outlook**

Approved meetings, events and activities are now listed in MiraCosta College's Outlook software in the "Public Folders" link. Click "Public Folders", then "All Public Folders" and finally "Student Activities." If it's listed on the calendar, it's an approved event.

## **Funding**

As in past years, returning clubs that submit a petition by the Super Friday deadline will be eligible for a full club allocation. The final amount of the fall allocation will be determined after September 18<sup>th</sup>. New clubs will receive a one-time seed allocation if \$100. A spring allocation will also be given to those clubs in good standing with the ICC. New fall clubs will, if in good standing, be eligible for the spring allocation.

## **Purchasing**

Please note that purchases and reimbursements over \$100 require a pre-authorization from the Purchasing Department -- food purchases are the exception and do not require pre-authorization. Be sure to reflect your anticipated expenses on your Activities Request forms so my staff can clear the purchase/reimbursement prior to you spending money. If, however, your purchase is under \$100; you do not require pre-authorization -- this includes all items, food or non-food purchases. As always, you must submit original receipts. If you use a credit card, your name must be reflected in the receipt. Meal reimbursements must be itemized and alcohol purchases are prohibited. In fact, any indication of an alcohol purchase will negate your entitlement for reimbursement. You may also claim a reimbursement of up to 15% on tips associated with meals.

## **Vehicle Driver's Authorization**

Good news! The use of District vehicles got a little easier. In addition to advisors, student leaders may check out vehicles for travel to and from events. In the past, an employee had to check out the vehicle and travel in the vehicle with the student(s). This is no longer the case. If a student is cleared to drive, he or she may check out a vehicle to travel to District sponsored events and activities. There are some conditions. There must be a formal connection with the student and the District (i.e. student worker or recognized community volunteer). The event must be officially sanctioned with an Activities Request. The student's driving record must be cleared through Risk Management. And you must indicate to me your comfort in allowing your student access to a vehicle. Just call SAO if you have any questions or if you wish to clear one of your students for this service.

## **Advisor Training**

Do you have questions about the role of the advisor? Do District policy changes confuse you? Are you curious about what the ICC is up to? Consider attending a club advisor's training session. Although designed as a two-year refresher course, all advisors are encouraged and welcome to participate. Flex credit is available.

- Monday, Sept. 21<sup>st</sup>, 12 - 1 pm, OC Campus, Temescal Room
- Tuesday, Sept. 22<sup>nd</sup>, 12 - 1 pm, OC Campus, Oceanside Club Room
- February 8<sup>th</sup>, 12-1 pm, OC Campus, TBD
- February 9<sup>th</sup>, 12-1 pm, OC Campus, TBD

To reserve a seat for the workshop, email me at [jgonzales@miracosta.edu](mailto:jgonzales@miracosta.edu) or Angela Degirolamo at [adegirolamo@miracosta.edu](mailto:adegirolamo@miracosta.edu). Teleconference from San Elijo is an option with advance notice.

## **College Hour Schedule**

Booking a date for College Hour is easy to do. If you want to host a College Hour, simply submit an Activities Request to SAO. Be sure to include all signatures (advisor and student leader). Remember, dates are given on a first come, first served basis. The following dates are available for clubs to book:

- October 22<sup>nd</sup>
- November 19<sup>th</sup>
- December 10<sup>th</sup> (Tentative)
- February 18<sup>th</sup>
- March 4<sup>th</sup>
- March 18<sup>th</sup>
- April 8<sup>th</sup>
- April 22<sup>nd</sup>
- May 6<sup>th</sup>

## ICC Meetings

The first ICC Full Council meeting of the year will be on Wednesday, September 9<sup>th</sup>, 12:15 p.m. in the Oceanside Club Room and San Elijo Club Room. This year's meetings will be conducted using our video conferencing equipment; therefore you can attend at either the Oceanside or San Elijo campus.

### *ICC General Council -- 12:15 to 1:15 pm (Fall & Spring)*

- September 9<sup>th</sup>
- September 23<sup>rd</sup>
- October 7<sup>th</sup>
- October 21<sup>st</sup>
- November 4<sup>th</sup>
- November 18<sup>th</sup>
- December 2<sup>nd</sup>
- February 3<sup>rd</sup>
- February 17<sup>th</sup>
- March 3<sup>rd</sup>
- March 17<sup>th</sup>
- April 7<sup>th</sup>
- April 21<sup>st</sup>
- May 5<sup>th</sup>

### Other Important Dates to Remember

Wednesday, September 9<sup>th</sup>:

**First ICC General Council** meeting, 12:15 p.m. in the Oceanside Club Room and San Elijo Room 308 via teleconference.

Thursday, September 10<sup>th</sup> at 12:15 pm

**Oceanside Club Recruitment Day**—Pavilion Lawn. Check-in will be at 11:30 a.m. on a first come, first served basis. If you need any audio or visual equipment please call SAO at ext. 6890.

Wednesday, September 17<sup>th</sup>:

**San Elijo Club Recruitment Day**--Student Center. Reserve a table through Nikki Schaper by calling (760) 944-4449, ext. 7806.

Friday, September 18<sup>th</sup> at 4:30 pm:

**Super Friday (Qualification Deadline)**--If you intend to receive funding this semester, or request a locker, you must submit your petition by this deadline. A club can be recognized any time throughout the year; however, the qualification deadline allows your club to receive the maximum amount of resources available through the ICC. All petitions must be submitted to the Student Activities Office at either the Oceanside or San Elijo campus.

I look forward to working with you this year. If you have any questions please feel free to contact me at (760) 795-6899 or Nikki Schaper at (760) 944-4449, ext. 7806. Take care.

Attachment: [New Club Recognition Form](#)  
Copy of [ICC Code](#) & [Standing Rules](#)