

See www.greenriver.edu/campus-life for more information.

Green River College Student Life

Student Clubs Handbook

2023-2024

Hello and welcome to the 2023-24 academic year! I am looking forward to working with all of you for a full year of student activities, programming, and engagement through student clubs. We are fortunate to engage with students in these meaningful experiences that develop them academically, emotionally, mentally, and culturally. Research, general intuition, and personal anecdotes have all told us the same thing: student activities are important! Consider the following benefits of students engaged with on-campus activities:

- < Students involved in activities are less likely to drop out than students who are not involved
- < Activities encourage involvement which results in a stronger learning community
- < Students who are socially involved make gains in general knowledge, intellectual skills, and tend to be more satisfied with their college experience
- < Participation in clubs promotes effective communication and students become active learners
- < Students relate and connect to faculty and staff through involvement
- < Students network with faculty, staff, and students and gain deeper insight to how systems function

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

Paz Clearwater (he/him)

Assistant Director of Student Life

pclearwater@greenriver.edu 253-293-4052

Paz manages all club related matters for Student Life; primary contact for all club related questions and concerns; event planning; required trainings; leadership development opportunities and more. I have an open door policy, feel free to stop by anytime! Paz also advises the ASGRC Finance Committee that helps allocate funding for clubs events, programs, and activities

Dominic Harris (he/him/his)

Graphic Designer

Dharris@greenriver.edu

The Student Life graphic designer is available to help student groups develop, edit, and market fliers, advertisements, and related materials. Student Life staff must review and approve all club fliers and advertisements before they are distributed

Susan Evans (she/her/hers)

Program Specialist

sevans@greenriver.edu

Questions about budgets, funding, and fundraising

Dan Ferguson (he/him/his)

Sr. Director of Student Life & Wellness

dferguson@greenriver.edu

Dan is available for any questions regarding the Student Life department and its functions or student leadership opportunities broadly

and that other students are interested and likely to participate in your idea. After confirming this, you are set to start the process to make your new club official!

Starting a new Green River club has some specific details that must be followed for you to receive official Green River club status. Please follow the steps below to begin the New Student Club proposal process:

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

Religious spending

Club Food policies are outlined by county health code policy, Green River College policy, and Article VI, Section 5 of the [ASGRC Financial Code](#). For more information, please review the ASGRC Financial Code or reach out to the Student Life office.

1. All requests of food using 522 funding must adhere to the following procedures.
 - a. Campus meal per diem limits must be followed
 - b. Expenditure request must justify how the inclusion of food will support and supplement the event
 - c. Meals with Meeting form approved by the Dean of Campus Life
 - d. Sign-in sheets with attendance must be returned to the Student Life office within 48 hours of the event
2. Club event food policy includes all food that falls under the following categories:
 - a. Food space
 - i. Ordered through Student Life office through approved vendors
 - ii. Food f1 0 0 1 81.25 424.63 Tm0 g0165>0052184.88004A19QyCyp Tm0 gg5 475 Tm0 g0 G

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

Article IV, Section 3 of the ASGRC Financial Code outlines the policy for all club gear, swag, and wearables.

ASGRC will only fund up to 50% of the total cost of gear (including setup costs, printing, or delivery/shipping), with a maximum ASGRC contribution of \$250. Gear will not be distributed to the club until the club contribution has been collected by the Student Life office

Clubs wishing to use this funding must go through the ASGRC request process, which includes completing the event proposal or expenditure request form on the [clubs webpage](#) and then attending the weekly ASGRC Finance Committee meeting. The time for this meeting will vary each quarter depending on the schedules for student senators. The aim of the Finance Committee is to gain more information regarding the request and provide a recommendation to the ASGRC Student Senate, where the request will be voted upon.

ASGRC Student Senate meets every Thursday at 4pm in the Emerald City Room (SU 200) throughout Fall, Winter, and Spring quarter. Check the [ASGRC webpage for the current quarter meeting schedule](#). These are open meetings that any students are welcome to attend. For more questions, email our executive student leaders.

All approved expenditures will be completed by the Student Life office, including catering orders, credit card purchases, invoices, purchasing orders, and contracts. Expenditures made with personal funds will not be reimbursed.

Clubs are in good standing status automatically upon being recognized by the Student Life Office. The recognition process allows clubs to access club resources and funding.

To maintain club status, **student groups must attend the following trainings/meetings:**

Complete Mandatory Student Group 101 Training and Event Planning Training: two student leaders AND your advisor must complete these

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

Clubs must maintain a current officer/leader list in order to be recognized. If any changes to this list are made, the leaders must report the changes to Student Life staff so we have correct contact information for your group
Clubs

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631;
TTY 253-288-

Understand the objectives and goals of the club and act as another resource and guide
Encourage teamwork within the group, and provide guidance in decision making, trust building, and goal accomplishment.

Complete a yearly Advisor training to receive updates on advisor responsibilities and Student Life policies. These trainings are updated each year with new information, and must be completed annually. Attend meetings regularly, if you advise a sports or physical activity related club, you must attend all meetings while students are playing or performing in case of injury.

Be present at all events/activities/trips for the entire time (this includes set up, event time, and clean up). This is one of our most important responsibilities.

Seek official approval from your direct supervisor to serve as an advisor.

MANDATORY participation in the Campus Security Authority (CSA) training as required by Clery regulations.

Ensure all club budget requests are submitted to ASRGC at least 5 weeks before intended use.

Remember that advisors DO NOT have budget signature authority.

Verify that Informed Consent and Student Travel Contracts are completed by all event/activity participants and turned in to the Student Life office.

Store any club materials and equipment on campus. These items must be accounted for at the end of the year as they are property of the State.

Hold all club members and advisors to the no alcohol/drug/tobacco use policy during all club related activities, meetings or events.

Maintain healthy boundaries with student leaders and participants in your student group

If your Advisor changes during the academic year, it is the responsibility of the club to inform Student Life staff, following the process below:

Choose a new advisor.

Review requirements with new advisor

Obtain approval from Assistant Director of Student Life

Attend an Advisor Training

As a club in good standing, you have access to a number of resources and supports! Below is a list of some of the resources available to you upon request.

Student club can request to reserve many spaces throughout campus for approved club activities, events and meetings typically for free! These spaces include: conference rooms, big event spaces (Grand Hall, River paces (ex: Kennelly Commons).

Clubs are, of course, still able to utilize any of the virtual tools that were employed during the pandemic. We have a clubs Zoom account if you need to create virtual meetings.

See www.greenriver.edu/campus-life for more information.

This document is available in alternative formats to individuals with disabilities by contact Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

