Club Handbook

North Seattle College

Eric Tysinger

Student Leadership & Multicultural Programs

Room: CC1446

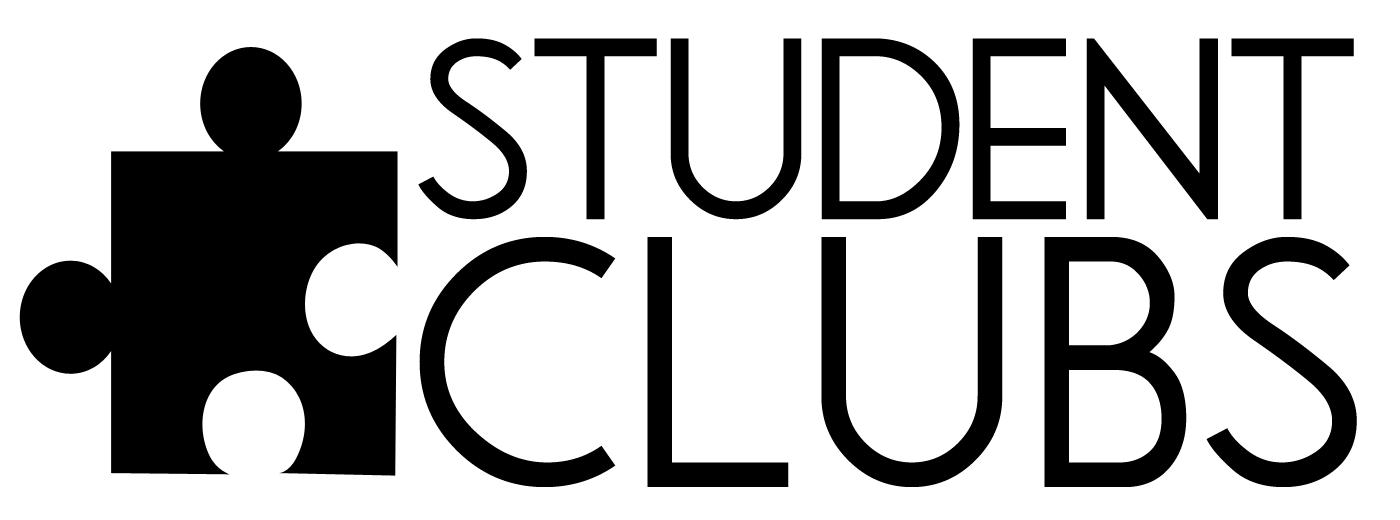
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Club Handbook

Welcome to North Seattle College! This handbook contains policies, procedures and other information and resources designed to help support clubs in accomplishing their goals. As a member of an official North club, you represent the college, Student Leadership and your club at all times. Conducting yourself in a respectable and professional manner is expected. Have fun. Show your enthusiasm for your club, its mission, and activities. Remember you belong to a community of leaders – leaders that have many differences, but come together to improve themselves, their educational experience, North and the greater community. Your words and actions should always honor this. We are excited to have you here!

Start or Reactivate a Club

**New Clubs:** *All clubs must go through the same process to obtain active club status.*

* Obtain **Club Approval Request** form from the Club Coordinator in the Student Leadership and Multicultural Programs office.
* Choose a Club Leader (note: this person may not be a member of the Student Administrative Council).
* Find an advisor for your club. Any faculty member, staff member or administrator can be an advisor. Advisors do not have to be at all club meetings, but they do need to be at any club events or activities. They also must be present for any after-hours or off-campus activities. You will need to get their name, email address, office location, and signature as well as deliver a copy of the **Advisor Practices** to them.
* Recruit members. You need to have ten members (including yourself) to be considered for approval.
* Determine what your club purpose is and what the goals will be for the quarter. It is best to invite all the club members and the advisor to this meeting so that everyone may have input into these very important decisions.
* Return completed **Club Approval Request** form to the Club Coordinator in the Student Leadership and Multicultural Programs office, CC1446, for submission to the Student Administrative Council.

**Reactivating Clubs:** Clubs that have existed in previous years may be re-sanctioned fall quarter of each new academic year. To reactivate a club simply complete a **Club Approval Request** form and return it to the Club Coordinator in the Student Leadership and Multicultural Programs office.

*NORTH SEATTLE COLLEGE CLUBS & ACTIVITIES DOES NOT DISCRIMINATE ON THE BASIS OF RACE OR ETHNICITY, COLOR, AGE, NATIONALITY, RELIGION, MARITAL STATUS, GENDER, SEXUAL ORIENTATION, VETERAN STATUS, POLITICAL AFFILIATION OR BELIEF, CITIZENSHIP/STATUS AS A LAWFULLY ADMITTED IMMIGRANT, OR DISABILITY.*

Club Eligibility Requirements

1. Must abide by District VI, Statewide, and NSC Student Policies set forth in this club handbook.
2. Must have a mission or purpose statement as seen on the **Club Approval Request** form.
3. Clubs are encouraged to maintain a minimum of five members. Members must be currently enrolled NSC students carrying a minimum of one credit hour.
4. Must have an NSC faculty or staff advisor. Advisor must receive and sign that they have received the **Advisor Practices** handout.
5. Must keep the Club Coordinator informed of meeting days, times, locations, and all planned official club activities by submitting the **Club Communications** form once a month.
6. Please note that the office of Student Leadership and Multicultural Programs is no longer sanctioning athletic clubs. All athletic clubs will now be a part of the Wellness Center’s Intramural Program. If you are interested in activating an athletic club, please contact your Clubs and Volunteer Coordinator via email or stop by CC1446 for more information.
7. SAC members are not eligible to form or lead a club.

NOTE: Members may not personally profit from a club or solicit funds from other club members. Membership fees are not allowed unless your club is a chapter of a state, national or international organization that requires a membership fee.

**Maintaining Active Club Status**

* Complete and submit the **Club Approval Request** form
* Club Leaders and Advisors must attend an annual MANDATORY Club Orientation (see Club Coordinator in room CC1446 for more information).
* Write and/or update (if necessary) club bylaws and notify Club Coordinator.
* Keep and maintain records (meeting minutes, goals, objectives, etc.) including your club budget and expenditure records.
* Advertise and promote club meetings and events.
* Seek timely approval for planned activities, expenditures and other information to the Student Leadership and Multicultural Programs office.
* Recruit and retain club members while upholding the values of caring, collaboration, diversity, innovation, integrity, and quality throughout all club operations and activities.
* Submit a monthly **Club Communications** form **(**summary of what the club has been doing for the past month, your meetings, planned activities, etc.**)** to the SAC Club Coordinator
* Inform the Club Coordinator of the names and contact information for any change in appointed Club Leader or advisor (within 2 weeks of change).
* Club Leaders (and advisor if possible) must attend the **Club Caucus** held each quarter. This is an opportunity for clubs to meet together, announce upcoming events, and to share information and strategies on how to best advertise events, recruit members etc.
* Clubs are encouraged to represent themselves and recruit new members at the fall **Welcome BBQ** and the **Springfest**. SAC will supply each club with a table and a sign. Decorate your table anyway you wish - produce creative signs, posters, or flyers to get attention; hand out candy or baked goods; provide information; do a dance or show a special skill – be creative! This is a way to gain visibility for your student organization.
* Clubs are encouraged to attend the **Club Recruitment Fair** in the middle of each quarter. This is your opportunity to talk with students about your club and recruit new members.

**Loss of Active Club Status**

* Personally profiting from a club or soliciting from club members (i.e. club membership fees)
* The purchase of, either with club budget or personal funds, and serving or selling of alcoholic beverages/illegal drugs at any club sponsored function, including meetings, conferences, and events
* Hazing of new members
* Discrimination on the basis of gender, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status
* Purchasing gifts with club funds
* Committing any illegal or violent act
* Off-campus club events **without** verified club advisor present and required forms submitted will result in loss of active status

Club Advisor Responsibilities

1. Be thoroughly familiar with the club mission, goals, and objectives.
2. Encourage teamwork, and guide members in decision-making, trust building, and goal setting.
3. Help club leaders to plan and organize weekly meetings, special events etc.
4. Help club leaders realize their mission or purpose and follow NSCC policies and procedures.
5. Help to facilitate students’ academic success and ensure members prioritize academic work over club activities.
6. Attend at least one club meeting per month.
7. Assist members in writing or updating club bylaws.
8. Monitor and participate in:

* All official club activities that take place outside the college standard operating hours (Monday-Thursday 7 a.m. to 10 p.m., Friday 7 am to 4:30 pm)
* All off campus trips including conferences and overnight activities
* All activities requiring use of NSC rental cars or vans

*Advisor must be present throughout the duration of these events and activities. If this is not possible then he/she must appoint a faculty or staff designee and register the name of this designee with Student Leadership and Multicultural Programs Office in room CC1446. In above mentioned situations, the advisor acts on behalf of the College in the event of an accident, injury or taking disciplinary action.*

1. Be familiar with college policies and procedures outlined in this handbook as well as understanding requirements outlined in **Advisor Practices** handout.
2. As stated by WAC 132F-121-030, Par 3, “No campus employee may serve as the campus advisor for more than 2 student organizations at the same time.”

**Club Resources**

**Meeting and Activity Rooms:**

Rooms on campus may be reserved for meetings and other club related activities by contacting the Club Coordinator or Janet Hoppe-Leonard in the office of Student Leadership and Multicultural Programs.

###### Mailings:

If your club needs to mail correspondence off-campus, it can be left in the outgoing mailbox in SLMP’s office. Inter-campus mail can also be left in the outgoing mail box. Put the person’s name and department on the envelope.

**Student Leadership and Multicultural Programs Office:**

Designed to be an open and collaborative workspace this office is available to all club members to work on club related activities. In this office, you will find the following resources:

###### The Workroom:

The workroom contains many resources available to support your club activities which include the following: Paper, scissors, tape, markers, paints and brushes, butcher paper, staplers, copy machine (for club use only – *not for schoolwork*), poster machine (with permission only), etc. We have limited storage space in the cupboards for club supplies. This is first-come, first-served.

##### Student Administrative Council (SAC):

SAC serves and represents students by advocating and participating in college governance. Members are resourceful and available to answer questions and support you in your club activities.

**Computers**

All computers in the office require an administrative log in. The Club Coordinator is available to help club members working on **club related** activities and projects (i.e. official correspondence with other members, creating flyers, forms etc.).

Computer Guidelines

**Purpose:**

Computers are to be used to conduct and support the official work of all student leaders and activities.

**Security:**

When you are finished working on a computer - log off. *Confidentiality is important in helping manage security risks to your hard work and that of others.*

**Software:**

Installing or downloading software not permissible. *Requests for new software can be made through Student Leadership and Multicultural Programs Director but must also be approved by NSC Computer Services before installation.*

**Emails:**

Be aware that emails may contain viruses, only accept emails from a known source and delete any suspicious emails delivered into the mailbox.

**Saving Documents:**

All club documents should be saved to a folder on the hard drive. Do NOT save documents to the desk top because they are automatically deleted upon signing out.

Promotional Resources

* **RSS Feeds**: Student requests for campus RSS feeds are handled by the Communications Board.
* **SACsquatch’s Calendar**: NSC’s web site contains an events calendar. This is another effective way to promote club events. Just send SACsquatch an e-mail asking him to include your event: emailSACsquatch@gmail.com
* **Posters**: We have a machine that can turn an 8.5”X11” flyer into a 2’X3’ poster. Flyer images must be fairly simple and have high contrast. Permission must be given by Student Leadership staff prior to using the poster machine. *(Review posting & handbill procedures before hanging posters.)*
* **Sandwich Boards:**
  + These are best used on the day of an event to advertise and direct people to the location of your event.
* **Classroom Announcements:**
  + Most instructors will allow students to make brief announcements in class so it never hurts to ask if you can do this.
* **Flyers & Handbills:**

When designing a flyer, use the following guidelines;

* Design a large visible organization or club name: Make people aware of your group! Your name is one of the strongest most visible elements in your poster design
* Use a big font for all words
* Use your own unique style and creativity to get noticed
* Make sure you include important information: what, where, when (time and date), admission cost, open to all, etc.
* Include the official North Seattle College logo

Sign Posting and Handbill Procedures

To maintain an attractive and uncluttered campus our college adheres firmly to the following posting procedures. Avoid the frustration of having your signs removed by familiarizing and following these procedures.

Seattle College District Policy 250

###### USE OF SEATTLE COLLEGE DISTRICT FACILITIES

“Because the Seattle College District is an educational institution provided and maintained by the people of the state, its campuses, buildings, properties, and facilities shall be reserved at all times for those activities which either are related directly to its educational mission or are justifiable on the basis of their contributions to the cultural, social, or economic development of the state.”

PERMISSIBLE POSTING METHODS, LOCATIONS AND GUIDELINES

* + - 1. Outdoor bulletin boards – Pushpins are encouraged. If staples are used, it is the user’s responsibility to remove the staples when the posting is removed.
      2. Sandwich Boards & Easels – Check these out from the Student Leadership office.
      3. Sky Bridge - Use zip ties only to the balconies around the Courtyard. Do not use masking tape. We have a supply of zip ties in the SLMP office.
      4. Cafeteria – Posting permitted only on the north wall.
      5. Department/division bulletin boards – per approval by division/department only.
      6. Classrooms, labs, tutoring centers - Bulletin boards and hallways are subject to approval by respective Deans or designees.

INAPPROPRIATE POSTING METHODS AND LOCATIONS

1. Posting on painted surfaces, wood, concrete, doors to general public entrances, exterior of classroom doors, windows, bricks, or handrails.
2. Banners or signs that require stakes or posts.
3. Posting on any fire alarms and extinguishers
4. Chalking or marking on sidewalks, floors or walls.

Event Procedures

1. Any NSC student event (i.e., musical performance, speaker, dance, fundraiser, etc.) must be sponsored by a recognized club, program, Arts, Lectures, and Activities Board or SAC.
2. The coordinators of the event must submit a **Club Event** form to the Club and Coordinator. Once received, it will be reviewed for both completeness and for ensuring that the proposal fits within the permissible policy and procedure guidelines.
3. In order to hold a student event outside operating hours (Monday-Thursday 7 a.m. to 10 p.m., Friday 7 a.m. to 4:30 p.m.), your faculty/staff club advisor must be present **at all times**. If your club advisor cannot attend the event, he/she must appoint a faculty/staff designee and inform the Director of Student Leadership and Multicultural Programs.
4. The event must comply with the above time requirements and adhere to the campus and District policies. **Failure to obey any of these rules may result in the cancellation or postponement of event.**

**Note:**  Questions or assistance with completing required forms may be directed to department Program Coordinator, Janet Hoppe-Leonard @ 206.934.3650, room CC 1446, or Janet.Hoppe-Leonard@seattlecolleges.edu.

Club Funding and Purchasing

* **Club Budget:** Each club is awarded an annual budget of $500. This money is used for purchasing supplies, hosting events, hiring speakers, creating advertising, purchasing refreshments, or covering travel expenses for field trips or conferences. Note: The Club Advisor needs to be directly involved with planning any event or activity that will require money from the budget. They will know whether or not an activity falls under the state guidelines for proper club expenditures.
* **Student Fee Board:** The Student Fee Board can help to supplement the cost of an activity that your club may be interested in participating in that exceeds the $500 budget . To make a proposal to the fee board, go to the fee board section on the Student Leadership website and fill in the online form. The Student Fee Board is made up of students from our student body and one administrator. They make the decisions regarding what to do with our Service and Activity and the Universal Technology Fees. Students pay both of these fees with tuition each quarter.

**APPROVAL STEPS:**

1. Club advisors must approve **all** club proposed expenditures.
2. The Club Coordinator must approve expenditures **before** funds are committed and some expenditures require approval from the college business office. Prior approval for all expenditures is required before any purchase.
3. The Department of Student Leadership and Multicultural Programs VISA card may be checked out to **club advisors only** to purchase supplies, materials, subscriptions, rentals, etc. Expenditures limited to $500 and may not be used to purchase travel or computing / software equipment

Checking out VISA card:

1. Advisors may check out the VISA card by filling out the Credit Card Purchase Authorization Form.
2. The club advisor must accompany club members to the store to purchase supplies (the advisor is the authorized user of VISA card).
3. The club advisor must return the card and all receipts to the Office Coordinator within 24 hours of checking out the card.

Purchases may also be made over the phone:

1. To do so club members must first get approval from their advisor.
2. Club members may then work with the Office Coordinator to purchase the materials.
3. Under no circumstances will an unauthorized purchase be reimbursed. Reimbursements require the following:

Purchases under $50.00 for supplies (including tax) excludes food

* After purchasing the merchandise, Club Advisors should return all receipts to Janet Hoppe-Leonard, in CC1446.
* Within 48 hours, an Invoice Voucher will be prepared and signed by the Director of Student Programs.
* Student Leadership and Multicultural Programs will take the Invoice Voucher to the Business office at the end of the Cashier’s window for approval.
* Student Leadership and Multicultural Programs will inform you when your check is available
* Proceed to the Cashier’s window for a cash reimbursement.
* Cash reimbursement is only allowable if you are purchasing supplies. **If you purchase food, pay for a rental etc. you cannot get cash reimbursement.** You will receive a check within two weeks of turning the paperwork in.

Purchases over $50.00

* After purchasing the merchandise, return all receipts to the Janet Hoppe-Leonard, Program Coordinator in room CC1446
* Within 48 hours, an Invoice Voucher will be prepared and signed by the Director of Student Leadership and Multicultural Programs.
* The Invoice Voucher will be turned in to the Business Office for approval and then forwarded to the District Accounts Payable office. A check will be prepared and mailed to you. NOTE: It takes two to three weeks before receiving the reimbursement check.

**Students cannot sign or authorize rental agreements, purchase orders, or spend club money without prior approval.**

**Failure to obey the above rules may result in club members being held financially responsible for expenditures.**

Food at Events

Strict state guidelines regulate how and when money is spent for food. In general, **college funds may not be used to purchase food for standard weekly meetings.** However, you may ask your members to bring items to share at meetings. Food for events must meet the following criteria:

* + - Event will take place on campus
    - Event is open to all NSC students
    - Event is well publicized.

**Steps to have food at events:**

1. Complete a Light Refreshment Form

* Contact Club Coordinator at least 15 days prior to your event for assistance with completing and processing this form. *Completed forms must then be approved by: The Director of Student Leadership and Multicultural Programs, the VP of Student Development Services and the NSC Business Office.*

1. Purchasing food

* If your request is approved, there are two ways to purchase food:
  1. You can purchase food with your own money and be reimbursed **after the event.** To be reimbursed you will need to keep all original receipts and have your advisors submit them along with a sign in sheet of all students and staff that attended the event to the Program Manager, Janet Hoppe-Leonard within 5 working days of purchase. A check will then be mailed to you within ten to twelve working days after submitting your receipts.
  2. Your advisor may contact Janet Hoppe-Leonard to check out the department VISA card and purchase the food for your event.

Hiring Outside Entertainment

Strict state and NSC procedures exist for providing payment for contracted services or honorariums.

*Please inform the person or group you are hiring that they will be paid within 30 days after the event.*

Payments exceeding $200

Talk with the Club Coordinator and Janet Hoppe-Leonard (at least 4 weeks in advance) when hiring speakers or entertainers. She will submit a Request for Personal Services Contract. This form requires several signatures for approval. The form gets sent to the district Purchasing office and they will create a contract that they will send to the vendor. After the event Janet will send an invoice to Accounting giving permission to pay the vendor.

Payments less than $200

If someone is providing a one-time service during the academic year and will receive $200 or less, an Invoice Voucher will be completed and sent to the district Accounting office for payment. All that is needed for this paperwork is the person’s full name, current address and social security number.

Event Evaluation

Evaluations are required for every event. Following each event, fill out the Club Event Evaluation form and submit it to the Club Coordinator.

Travel

When college clubs or college activities occur on out-of-town or overnight trips, faculty or staff advisors are required to accompany and chaperone students for the entire duration. **If a staff/faculty advisor cannot attend, he/she must appoint a designee. All travel must be pre-approved by the Student Leadership and Multicultural Programs office.**

**Travel Procedures:**

* 1. All travel forms must be submitted to Janet Hoppe-Leonard in the Student Leadership and Multicultural Programs office a minimum of three weeks prior to the trip; six weeks in advance if you are flying.
  2. Any overnight or out-of-state travel requires a **travel justification form** and the college President’s approval.
  3. State travel guidelines stipulate the maximum amount you will receive per diem for hotel accommodations and food. By adhering strictly to our travel arrangement deadlines, you will receive a travel advance covering 80% of your travel per diem expenses; the remaining 20% will be reimbursed two weeks following the trip. Any money spent above the per diem will not be refunded.
  4. The advisor and club members must keep receipts for hotel, taxi, shuttle, car rental and parking. These receipts must be given to the Office Coordinator of Student Programs within five business days following the trip. It is not necessary to keep receipts for food.
  5. A **Traveler Emergency Information form** must be filled out. This form includes students’ names, student I.D number, phone number, verification of full/part-time status, etc.
  6. An **Event Participation Contract** must be completed and turned into Janet Hoppe-Leonard, Program Coordinator in Room CC1446 **prior** to travel being approved.

Student Conduct Policy

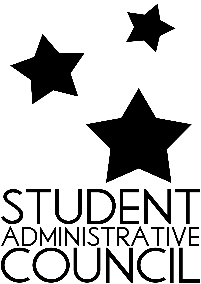
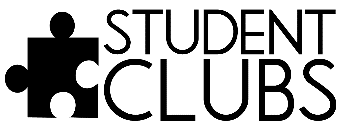
***As student leaders, it is expected that you understand and follow the Student Conduct Policy for all students set forth by North Seattle College.***

When students enroll at North Seattle College, it is expected that all students will conduct themselves as responsible individuals. Students are obligated to comply with the student conduct policy and procedures. Misconduct is defined as behavior that negatively affects the college’s educational mission. Disciplinary action is taken when misconduct occurs. Misconduct is irresponsible behavior that is defined as:

1. Academic dishonesty, to include cheating, plagiarism, or knowingly furnishing false information to the college.
2. The intentional falsification of statements and/or filing false charges against the college or members of the college.
3. Forgery, alteration, or misuse of college or District documents, records, funds, or identification cards with the intent of defraud.
4. The intentional disruption of teaching, administration, or other campus activities.
5. Physical and verbal abuse of any person on college premises or at any college-sponsored functions, or conduct, which threatens or endangers the safety and health of any individual.
6. Theft from or damage to the college premises and/or theft or damage to property of a member of the college community.
7. Possession, use or furnishing on college premises of alcohol, controlled substances or unlawful drugs.
8. Failure to comply with the direction of campus employees acting in the performance of their duties.
9. Violation of published college or District regulations.
10. Possession of firearms
11. Unauthorized possession, duplication or use of keys to any campus premises or unauthorized entry to or use of campus premises.
12. Theft or other abuse of computer time, including but not limited to:
    1. Unauthorized entry into a file, to use, or change the contents, or for any other purpose.
    2. Unauthorized transfer of a file.
    3. Unauthorized use of another individual’s identification and password.
    4. Use of computing facilities to interfere with the work of another student, faculty member or college official.
    5. Use of computing facilities to send obscene or abusive messages.
    6. Use of computing facilities to interfere with normal operations of the college computing system.

Congratulations!

Thank you for taking the time to make North a fun and engaging place to learn. Enclosed are some forms that will be of use to you. Welcome to North; we are glad to have you here!

**Club Approval Request Form**

This form must be submitted to the Clubs Coordinator to be brought forth before the Student Administrative Council (SAC) for a vote of approval

Club name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of the club (will appear on website as written): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Leader e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor(s) Signature(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* \_\_\_\_\_\_\_\_\_\_\_\_\_(initial) I, as the appointed Club Advisor, have received a copy of the Advisor Practices and understand my required responsibilities.**

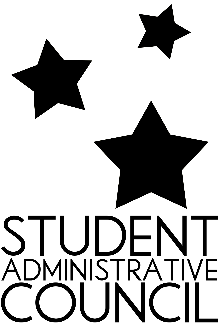
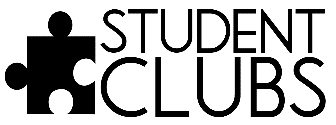
In addition to the Club Leader, the following (10) members do affirm that they will support and help to maintain the above named club. Please **PRINT** name and **STUDENT ID #**

|  |  |
| --- | --- |
| Name SID | Name SID |
| Name SID | Name SID |
| Name SID | Name SID |
| Name SID | Name SID |
| Name SID | Name SID |

**For Student Administrative Council use only**

The club presented is: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED for the following reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Coordinator: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor Practices**

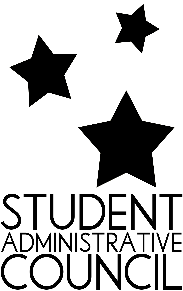
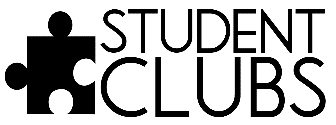
The members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(club name) request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (advisor name) to serve as an Advisor for the aforementioned student club for the following academic year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties, responsibilities, and expectations of the position are as follows:

1. Be thoroughly familiar with the club mission, goals, and objectives.
   * Support the mission and focus of the student club on campus. Read the Club Handbook and be familiar with the policies and procedures described in this document.
2. Encourage teamwork, and guide members in decision-making, trust building, and goal setting.
3. Help club leaders plan and organize weekly meetings, special events etc.
4. Help club leaders realize their mission or purpose and follow NSC policies and procedures.
5. Help facilitate students’ academic success and ensure members prioritize academic work over club activities.
6. Attend at least one club meeting per month.
7. Assist members in writing or updating club bylaws (if needed).
8. Approve and Monitor Expenditures
   * Ensure sound financial and business practices that comply with state, district, and college policies regarding expenditures of club funds. The Student Leadership and Multicultural Programs (SLMP) office will not approve financial forms without the signatures of the club advisor.  Refer to the Club Handbook or contact the Club Coordinator with questions regarding financial transactions and fundraising.
9. As stated by WAC 132F-121-030, Par 3, “No campus employee may serve as the campus advisor for more than 2 student organizations at the same time.”
10. **Monitor and participate in ALL official club activities that take place outside the college standard operating hours (Monday-Thursday 7 a.m. to 10 p.m., Friday 7 am to 4:30 pm) as well as ALL off campus-trips including conferences and overnight activities \***

*\*Advisor must be present throughout the duration of these events and activities. If this is not possible then he/she must appoint a faculty or staff designee and register the name of this designee with Student Leadership and Multicultural Programs Office in room CC1446. In above mentioned situations, the advisor acts on behalf of the College in the event of an accident, injury or taking disciplinary action.*

*Any questions or concerns please contact the Club Coordinator, Eric Tysinger at* [*Eric.Tysinger@seattlecolleges.edu*](mailto:Eric.Tysinger@seattlecolleges.edu) *or Program Coordinator Janet Hoppe-Leonard at* [*janet.hoppe-leonard@seattlecolleges.edu*](mailto:janet.hoppe-leonard@seattlecolleges.edu)

**Club Event Form**

Club name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room requested – first choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room requested – second choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of room request (please note if event is recurring): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and description of activity/event (meeting, speaker, movie, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Estimated number of attendees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amenities requested:

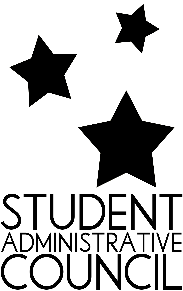
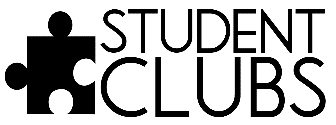
|  |  |  |  |
| --- | --- | --- | --- |
| Microphone | Projector and screen | Popcorn | Refreshments\* |
| Stage | Chairs and tables | Board games and cards\*\* | White board |
| Other (please specify):  **NOTE: If you have a set-up, please draw it on the back of this form** | | | |

\*must be coordinated with the Club Coordinator – refreshment form due two weeks prior to event. If you don’t meet this deadline, you will not be reimbursed for food costs.

\*\*no gambling is allowed and will result in automatic closure of a club.

Club Leader signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Club Event Evaluation Form**

Club name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

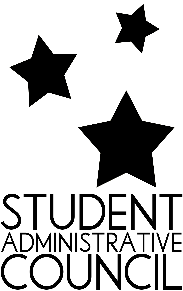
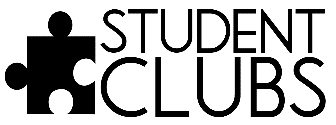
Club Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of people in attendance (attach sign-in sheet with this form):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club Communications Form**

Club name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meetings: \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_Quarterly

Day(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed activities, events, and goals (when you met, how many people came, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upcoming activities, events, and goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_