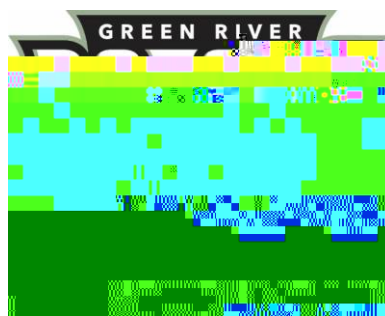


2024-2025 School Year Club Handbook



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

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Meet Your Student Life Staff

Paz Clearwater (he/him)

Assistant Director of Student Life

_____ 253-293-4052

Paz manages all club related matters for Student Life; primary contact for all club related questions and

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1. Find other Green River students who are interested in your club and reconnect with last year's members! Including the student completing the renewal form, clubs need 6 students to begin activity
2. Confirm with your staff or faculty advisor that they are willing to advise your group once again, including attending all club events, assisting in paperwork, and supporting your goals. If your advisor no longer is faculty member who is willing to advise your club, attend all club events, and assist with paperwork for your student group, you must find a new advisor
3. Complete a **Student Life New Club Start-Up Form**, for students starting new student clubs on campus. Forms can be found on the [clubs webpage](#)
5. Check your email for a response from Student Life! Official recognition of your student club should be determined within two weeks of submitting your form.
6. Once you have received official GRC club status, **club officers will need to participate in a Club Orientation held by the Student Life office**. Club Orientation sessions are held multiple times per quarter.
7. Throughout the year, your club leaders will need to make sure that:
 - a. Student Life receives a quarterly report upon request of your group's active members
 - b. One (1) representative from your group attends Student Life's MANDATORY Club Council meetings, which happen once every quarter
 - c. Your student leaders keep in regular contact with Student Life, responding to all Student Life email requests and following procedures

Part II. Club Funding

All recognized Green River clubs are eligible to receive funding from a fund called "522" – a fund that comes from student tuition fees with the purpose to be used for events, activities, projects, and more that give back to the Green River student experience throughout the year. Clubs play a huge role in student engagement, connection, and success, and this is why funding comes from this specific budget and ASGRC Student Government sets aside a budget each year specifically for club activity.

All club activities must adhere to all restrictions, obligations, and guidelines listed in the [ASGRC Financial Code](#). All club purchases must be approved BEFORE expenses are made. Expenditures made with personal funds will not be reimbursed.

S & A 522 Funds can be used on a variety of different things. Please see the lists below on things your club funding CAN and CANNOT be used for. If you have questions, please feel free to reach out to Student Life staff.

Acceptable Spending

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Accessing Club Funding

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 Club Funding Council meeting on Tuesdays at 4pm in the Emerald City Room on the 2nd floor of the Student Union (SU 200). The aim of the Club Funding Council is to review funding requests, ask questions of the requesting club, and then vote on the passage of the funding request.

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.

Part II: Student Life & Green River Policies

Requirements for Club Status:

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:

All officers must complete the mandatory Club Orientation Training that will be held multiple times each quarter

All clubs must have one representative attend Student Life's quarterly Club Council meeting. Your advisor is not required to attend but is welcome. If there is no representative at a Club Council meeting, your group may face limited access to 522 student funds. Club Council meetings serve as a platform for club representatives to express concerns, share ideas, learn key updates, and collaborate with others.

Student Life Policies Student Groups Must Abide by:

All clubs must submit a Club Proposal or Renewal Form to be recognized. This recognition runs through Spring Quarter of 2025. Renewal paperwork for the following year will be made available in June 2025.

Clubs must maintain a current officer/leader list in order to be recognized. If any changes to this list are made

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Student Conduct at College Funded Activities on and off Campus

Liquor Policy

The possession of, consumption of, or being under the influence of any form of liquor by any student on College facilities or participating in a College sponsored activity will be cause for disciplinary action. "College facilities" includes any rented or leased facilities or vehicles, which have been secured, for special programs such as conferences, retreats, or group programs by the College in which state monies have been used.

Drug Policy

Any student who uses, possesses, is demonstrably under the influence of, or selling drugs or controlled substances to include marijuana, while on College facilities or participating in a College sponsored active as defined as a current law or hereinafter amended, will be subject to disciplinary action except when the use or possession of a drug is specifically prescribed as medication by a doctor or dentist. "College facilities" includes

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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.

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