

# CLUB ROW-FALL 2009

Clubs will find all the necessary information & forms enclosed.  
(Please submit all paperwork to Michele Harrison, Administrative Assistant. I in the A.S. Office, Cayton #202)

Date: October 29<sup>th</sup> 2009

Time: 11:15 a.m. until 12:35 p.m.

Location: Library Walkway

Theme: To Be Announced

Paperwork Due Dates: See the following dates below.

1. October 8<sup>th</sup>, 2009 Thursday By 5:00pm): ICC Proposal due (Special deadline for Club Row only.)

Deadline for Clubs to submit A.S. Proposals for ICC FUNDING in time to have a check cut, Before Club Row, for Club supplies needed during Club Row. *club proposal must be turned in, if clubs want to use their ICC allotment for club row, (reminder: clubs may NOT sell ANY items/edibles with their ICC Allotment dollars and may NOT use their ICC Allotment dollars to purchase decorations/items to compete in dollar prizes during CLUB ROW).*

2. October 15<sup>th</sup> 2009 Thursday By 4:00pm): Club Row Health Form is due. \*

If your club is selling or distributing food or drinks that are NOT individually pre packed during Club Row, your club must turn in an L.A. Dept. of Health Services Form, see attached. This excludes "individually pre-packaged" foods or drinks.

***Sorry, NO Health forms → NO food or drinks → NO exceptions.  
\*\*\*Please plan ahead\*\*\****

3. October 20<sup>th</sup> 2009 Tuesday By 6:30pm): Collection of Funds form is due.

A Collection of Funds form must be submitted if your club is collecting money, donation or sales. Please read and adhere to the policies on the Collection of Funds form.

4. October 20<sup>th</sup> 2009 Tuesday By 6:30pm): Club Row Registration is due.

A Club Registration must be submitted, whether a club has been installed or not. Registration forms are used to secure a table and/or canopy for your club.

5. October 21<sup>st</sup> 2009 Wednesday By 6:30pm): Club Row registration is due if you ONLY need a Table

6. October 21<sup>st</sup> 2009 Wednesday By 6:30pm): Non installed club may register for a table only- NO SELLING, NO FOOD GIVE AWAYS

**Health Permit Applications must be obtained from the  
Student Life / Associated Students Office  
Cayton Center, Room #202**

# REGULATIONS

1. Your club's table will be assigned through a random drawing in the ICC meeting. Clubs will be able to begin decorating tables at 9:00A.M. on the day of the event. Please DO NOT attempt to begin before this time. Furthermore, all set up and decorating should be completed by 11:15A.M., as judging will begin shortly thereafter.
2. The ICC has retained the services of a DJ or bands for the purposes of entertainment; however, the clubs will be allowed to utilize the time of the event to introduce their respective clubs.
3. Club Row participation is contingent upon the club's active status up to the day of the event.
4. A.S. FUNDING: If you receive ANY funding from the Associated Student body (this includes your ICC allotment), you are ineligible to win ANY of the prizes and you CAN NOT profit from any items and/or services purchased with A.S. funded money.
5. No late paperwork will be accepted.
6. NO EXTENTION CORDS will be provided: **Therefore you need to bring your own heavy duty extension cord**
7. Holding a RAFFLE as well as gambling is illegal in the state of California. FREE DRAWINGS are allowed. The Clubs may ask for donations but clubs MAY NOT charge money for tickets.
8. Noise levels must be kept down while your club is setting up. Please be mindful and courteous to the classes that are taking place before the scheduled time of the event.
9. Each club is responsible for cleaning up their area after the event. Failure to do so could result in disqualification from all the day's events and forfeit of prize money.
10. Club Row officially ends at 12:35 p.m. Please adhere to this time.
11. All clubs must remain within their assigned parameters. Moreover, clubs can bring their own tables or other necessities as they see fit as long as they stay within their allotted space.
12. Absolutely no amplified sound will be allowed, aside from the DJ's, OR BANDS contracts by ICC.
13. If a club fails to submit a Health Form by **October 8<sup>th</sup> 2009 Thursday 5:00pm**, the club MAY NOT serve or sell open food or drinks, this excludes "individually pre-packaged" foods or drinks.
14. Absolutely NO ALCOHOL or DRUGS are allowed.
15. Reduce, Re-use, and Recycle:
  - a. Stand decorations- Choose latex over oil base paint, less odor, quicker clean up; and avoid balloons because of wildlife hazard.
  - b. Food storing ideas- Use non-disposable containers, plates and utensils when possible.
  - c. Advertising- Make smaller fliers to reduce waste and use recycled paper.
  - d. General- Recycle glass, paper and aluminum.
  - e. Recycling bins will be available at Club Row.
16. The Associate Dean of Student Life, ICC Advisor, ICC Vice-Chair, and two ICC representatives from different clubs will review any complaints and/or violations. Violating these rules can result in the disqualification for Club Row and/or contest participation.
17. No lighted candles

# \$\$ CONCEPT CONTESTS \$\$

- CONCEPT CONTEST: The ICC understands that each club is unique. For that reason, this particular contest will allow for clubs to showcase their individuality through their ability to decorate their assigned table and surrounding area to best represent the theme Chosen.

RULES: All clubs must respect the boundaries that they are assigned; please respect each others' space. The judges will determine the winners based on the assigned area that stands out the most because of its uniqueness and creativity.

# \$\$ CONTEST PRIZES! \$\$

PRIZES: There will be First, Second and Third place winners announced for the contest. Good Luck!

1<sup>st</sup> place club winner will receive a 150 dollar prize,

2<sup>nd</sup> place club winner will receive a 100 dollar prize and

3<sup>rd</sup> place club winner will receive a 50 dollar prize.

NOTICE: Winners will be posted in the ICC Bulletin Board across from the A.S. Office on November 5<sup>th</sup> 2009. All prize money will be deposited (by A.S. Staff) into your club's special account after the winners are determined.

**\*\*\* IN THE EVENT OF A TIE, MONEY PRIZES WILL BE DISTRIBUTED EVENLY\*\*\***

# CLUB ROW SPRING 2009 Registration Form

**Deadline: By October 20<sup>st</sup> 2009 Tuesday 6:30pm**

Please return this completed Club Row Registration Form to Michele Harrison, Administrative Assistant I, in the Associated Student Office, Cayton #202.

CLUB NAME: \_\_\_\_\_

CLUB PRESIDENT: \_\_\_\_\_ ph#: \_\_\_\_\_  
Print Name Signature

Full Time CLUB ADVISOR: \_\_\_\_\_  
Print Name Signature

**Please circle your answers:**

- |   |     |    |
|---|-----|----|
| 1. Is your club Installed?  | YES | NO |
| 2. Is your club going to have cooked food using an open flame such as a Barbeque? | YES | NO |
| 3. Is your club going to serve non-individually packaged food or drinks?          | YES | NO |
| 4. Is your club going to sell any items, food, or collecting money donations?     | YES | NO |

- If you answered Yes to questions 2 or 3 then your club needs to submit a **HEALTH FORM BY: October 15<sup>th</sup> 2009 By 5:00pm Thursday**
- Don't forget to submit **COLLECTIONS OF FUNDS** form, if you are collecting money.
- Your club cannot use ICC allotment monies to purchase items to sell at club row.
- Your club cannot participate in the Concept Contest if decorations were purchased with ICC allotment monies

# Health Permit Applications must be obtained from the Student Life / Associated Students Office Cayton Center, Room #202

## Santa Monica College - COLLECTION OF FUNDS REGULATIONS

Santa Monica College student organizations wishing to solicit funds on campus must adhere to the following regulations.

1. All funds collected on campus must be deposited in the Auxiliary Services office and disbursed only for the purpose designated at the time of registration of the fund drive.
2. A Faculty advisor must sponsor each drive.
3. Fund drives must be registered with the Associated Dean of Student Life and Auxiliary Services office, Santa Monica College.
4. Location of fund drive must be approved by the Associated Dean of Student Life and the Student Activities Advisor.
5. Specific procedures to be followed in collecting funds are:
  - a. Complete the "Registration for Collection of Funds" form (below) and submit it to the Associated Dean of Student Life. One (1) signed copy then must be submitted to the Auxiliary Services office prior to the day of the event.
  - b. Sign out fund-raising identification button and collection container at the College Enterprise office on the day of the event.
  - c. Collect funds only in approved location on campus.
  - d. When the event is over, check in identification button and container immediately, along with funds to the Auxiliary Services office.
6. Nothing in this procedure may be used to violate laws of the State of California, Education Code, Section 9021.
7. No solicitation of funds by individuals or organizations may be made on campus without following these procedures.

### REGISTRATION OF REQUEST FOR COLLECTION OF FUNDS

**Due by 4:00 p.m. on Tuesday October 20<sup>st</sup> 2009, to Michele Harrison, Administrative Assistant I (Associated Students Office, Cayton #202). Sorry no exceptions.**

**Attention Clubs:** *No activities may commence without a signed approval in hand.*

1. Your **club Advisor** must pick up a "cash box" from the Auxiliary Office on the morning of Club Row.
2. All monies collected must be deposited by your **club advisor**, to the Auxiliary Office, **IMMEDIATELY** after Club Row ends. Ask for a receipt.

Permit No.: n/a Date of Request: \_\_\_\_\_

CLUB NAME: \_\_\_\_\_

Date(s) of Fund Collection: October 29<sup>h</sup> 2009 Purpose of Fund Drive: for club special account

Method of Fund Collection: : CLUB ROW FALL 2009 Location of Fund Drive: Library Walkway

Funds to be disbursed specifically for: Club use Club President: \_\_\_\_\_

**FULL TIME Faculty Advisor's Signature:**

**Student Activities Advisor's Signature: (Benny Blaydes)**