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CLUB & COMMUNITY COLLECTIVE  
HANDBOOK  
2025 - 2026

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# INTRO

## **Welcome to NSC Engagement Board**

In this handbook, you will find resources, policies, and procedures for starting and running a club or community collective (student organization). You will have the opportunity to represent your student organization, North Seattle College, and Student Leadership & Engagement with a dedicated commitment to inclusive and accessible leadership. We look forward to supporting you and seeing what you have planned!

## **Inclusion Statement**

North Seattle College Student Leadership & Engagement does not discriminate on the basis of race, ethnicity, age, nationality, religion, marital status, gender, sexual orientation, veteran status, political affiliation or belief, citizenship status, or disability. To request accessibility related accommodations, please contact Disability Services at [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu)

**Engagement Board** supports student organizations at NSC by providing leadership resources such as funding access, promotional support, and meeting/event planning support. Our office is located in Student Leadership & Engagement CC1446. Please contact [ruby.cavallo@seattlecolleges.edu](mailto:ruby.cavallo@seattlecolleges.edu) for a paper copy of this handbook and/or any necessary forms.

## Meet Your Student Leadership Staff

**Maggie Frasier** *(she/they)*  
Engagement Board Chair

**Maika Otgonbaatar** *(she/her)*  
Engagement Peer Mentor

**Aiperi Toktorbek** *(she/her)*  
Engagement Board Coordinator

**NK Kombe** *(she/her)*  
Engagement Board Coordinator

**Le Kim Vy Nguyen** *(she/her)*  
Engagement Board Coordinator

[nscstudentclubs@seattlecolleges.edu](mailto:nscstudentclubs@seattlecolleges.edu)

Our Engagement Board Chair, Peer Mentor and Coordinators are your contact for general student organization-related questions and concerns including event planning, meeting resources, leadership opportunities and more!

**Ruby Cavallo** *(she/they)*  
Engagement Board Advisor  
[ruby.cavallo@seattlecolleges.edu](mailto:ruby.cavallo@seattlecolleges.edu)

Our Engagement Board Advisor is your contact for specific student organization-related questions regarding room reservations, funding, and field trips.

# I. HOW TO GET STARTED

## How Do I Start a Student Organization

- 01** | **Create an Idea** – Choose a goal and purpose for a student organization. Check out our list of [student clubs and community collectives](#) to make sure that a similar one doesn't already exist. Engagement Board will reach out if a similar organization already exists and encourage you to work together.
  - **Clubs:** Clubs supported by North relate to secondary characteristics such as shared interest, career paths, language skills, etc.
  - **Community Collectives:** Community collectives supported by North relate to primary characteristics and focus on centering and supporting students from systemically marginalized communities. These include but are not limited to Asian and Pacific Islander, Black, Indigenous, Latine and LGBTQIA2S+ student organizations.
- 02** | **Get Support** – Find an advisor who can support your student organization's goals. Advisors can be any current NSC faculty or staff member.
- 03** | **Submit an Application** – [Club & Community Collective Activation Form](#)  
*Note: To fill out the application, you must have contact information for your advisor.*
  - The last day to apply is May 15<sup>th</sup> each academic year.
- 04** | **Attend Orientation** – If your application is approved, our team will reach out to you using the email you provided to schedule your orientation.

**05 | Grow Membership** – Connect with new members by promoting your student organization on campus bulletins, social media, events, etc.

## How To Renew Your Student Organization from Last School Year

Here's how to renew your student organization from last year at the start of the Fall Quarter:

**01 | Submit a renewal form** - Fill out the [Renewal & Updated Information Form](#).

**02 | Create new promotional materials** - Create new promotion materials including flyers if contact information has changed.

## Student Organization Perks

### All student organizations can:

- Request funding for activities/events up to \$750 per year
- Request additional funding based on availability
- Host meetings, events, and activities on campus
- Access Student Leadership & Engagement resources with the assistance of Student Leaders (Examples: printing, craft supplies, decorations, etc.)

## Guidelines For New Student Organizations

<b>Create Community Guidelines</b>	<b>Set Meeting Times</b>
Work with your student organization members and advisor to create a set of inclusive group agreements for everyone to follow.	Work with your student organization members and advisor to set a consistent meeting time to plan activities and goals.
<b>Create a Recruitment Flyer</b>	<b>Participate in Student Engagement Fairs</b>
Design your own or submit a <a href="#">Design Request Form</a> for Engagement Board to create a flyer for your student organization.	Host an informational table at a Student Engagement Fair during the first and second month of fall, winter and spring quarter.

## II. RESOURCES & ONGOING SUPPORT

As a student organization at North Seattle College, you have access to the following resources and support!

### Spaces For Meetings and Approved Events



To reserve a room on campus,  
Please submit a  
[Room Request Form](#)  
at least one week in advance.

***Note - Meeting space is limited and not guaranteed that the preferred space will be available.***

Student organizations are allowed to hold meetings, events, and activities on campus.

#### **Some ground rules:**

- When using space on campus, you are responsible for cleaning up after your meeting or event. If you move tables and chairs, you are responsible for reorganizing the room to the way it was when you entered.
- Show respect to other student groups. Make sure to arrive and leave your meeting or event space within your scheduled times to not to take time away from other student meetings. If you need extra time for set-up or cleanup, please let Engagement Board know when you fill out the room reservation form.
- Be mindful when using any requested technology and report any broken or missing equipment to Engagement Board.

### Online Resources

Our team also recommends the following online tools.  
Need help? Contact [nscstudentclubs@seattlecolleges.edu](mailto:nscstudentclubs@seattlecolleges.edu)

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## Resources & Ongoing Support



### Microsoft Teams

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Microsoft Teams is a great tool if you want to meet with your student organization remotely. As a NSC student, you have full access to Microsoft Teams with your Seattle Colleges account.



### Discord

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Many student organizations use Discord as their main communication platform to chat in real time.

## Inventory

Over the years, Student Leadership & Engagement has built up an inventory of equipment and supplies available for student organizations to use. From decorations to tech equipment, we can support various events and activities. If you have a specific item that you are looking for, please follow these steps.

- 01** | **Check out the [Inventory Spreadsheet](#)** – Finding items that you want to borrow using this list
- 02** | **Submit the [Inventory Check-in Form](#)** - Submit this form at least one week in advance to use your requested item(s).

## Promotional Resources

### Flyer/Poster Requirements

Our Engagement Board Coordinators can support posting student organization flyers on campus. All student organization advertisements must have the following to be posted:

- North Seattle College logo
- Name of student organization
- Description of student organization and meetings and/or event
- Student organization email
- Accommodations statement: "To request accessibility related accommodations, please contact Disability Services at [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu)"



## Resources & Ongoing Support

### Engagement Board Network

Need to get the word out about your meetings or events? Engagement Board can post your flyer on NSC bulletin boards, campus TV, Student Leadership's social media and/or campus wide email. Forms that require a file upload are only accessible while logged into your Seattle Colleges email.



To promote meetings or events, please submit the [Promotion Request Form](#) at least one week in advance.

### Copying & Printing Requests

Student organizations can print all necessary materials for meetings or events.



To make a print request, please submit the [Print Request Form](#) at least four business days in advance.

### Student Organization Emails

Each student organization can request a [seattlecolleges.edu](mailto:seattlecolleges.edu) email account that multiple team leaders can manage. To receive a student organization email, please email [ruby.cavallo@seattlecolleges.edu](mailto:ruby.cavallo@seattlecolleges.edu) with the following info:

- The student organization leader's name and [seattlecolleges.edu](mailto:seattlecolleges.edu) email
- The advisor's [seattlecolleges.edu](mailto:seattlecolleges.edu) email
- What you'd like the email name to be. (Example: [sewingclub@seattlecolleges.edu](mailto:sewingclub@seattlecolleges.edu))

## III. PLANNING EVENTS/ACTIVITIES

### Student Organization Meetings

To reserve a room on campus for your meetings, please submit the [Room Request Form](#) at least one week in advance. To make purchases with your funding, please submit the [Funding Request Form](#) at least two weeks in advance. For any food or drink purchases, please send a sign-in sheet to Paul.Cortez@Seattlecolleges.edu by the day after your meeting.

### Student Organization Events

To plan an event, please fill out the [Room Request Form](#) at least one week in advance and the [Event Request Form](#) at least two weeks in advance. If you would like to use your funding for an event, please submit the [Funding Request Form](#) at least two weeks in advance. For any food or drink purchases, please send a sign-in sheet to Paul.Cortez@Seattlecolleges.edu by the day after your event.

### Student Leadership Events

**Student Engagement Fairs** – These are held during the first and second month of fall, winter, and spring quarter. This is a booth-style fair where all student organizations are invited to host an informational table in the Grove to showcase their organization and connect with students. These quarterly fairs are a great way to promote your student organization and grow your membership!

**Springfest** – This is North Seattle College’s biggest event of the year, and it is typically held in May in the Grove Courtyard. This is a booth-style festival with performances, food, games, and prizes. All student organizations are encouraged to host an interactive table!

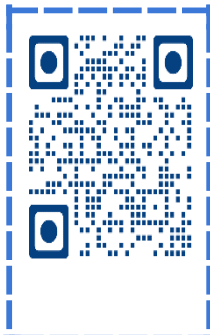
**Co-host an event with Student Leadership** – Student Leadership plans many social and cultural events throughout the school year such as Lunar New Year, Springfest and Pride Party. Interested in co-hosting an event with our team? Contact [jeane.d.robles@seattlecolleges.edu](mailto:jeane.d.robles@seattlecolleges.edu)

## How Do I Plan an Event?

- 01** | **Define the Purpose of your Event** - Ask yourself: “Why are we hosting this event? Some common answers are to increase visibility, attract new members, or to raise awareness for an issue.
- 02** | **Design the Event** - Don’t underestimate the time it takes to plan an event! When you submit the [Event Request Form](#) at least two weeks in advance, be sure to finalize details such as the event date and work backwards to determine how long each task needs to be completed.
- 03** | **Promote your Event** - At least one week before your event, make sure to submit a [Promotion Request Form](#) to promote your event on the student bulletin, social media, campus bulletin board, campus TV, and more!
- 04** | **Do it!** - At the event, make sure you put the experience of your guests first. Is it easy for them to navigate the venue? Are directions and flow clear? It is usually a good idea, especially with larger events, to schedule at least two people to serve as “runners” who can get extra chairs, replenish napkins, etc.
- 05** | **Debrief and Assess your Event** - After your event, meet with your student organization to talk about what went well, what was challenging and what you can improve. You can also send a survey to people who attended your event!

## IV. CLUB FUNDING: HOW DOES IT WORK?

As an official North Seattle College Student Organization, you have access to funding through the Services and Activities Fee. The Student Fee Board (SFB) allocates funds equitably to all programs and organizations who apply. If a student organization uses their total \$750 budget, they can apply for additional funding using the [Additional Funding Request Form](#) at least four weeks in advance. The SFB will review applications and award additional funding upon request based on funding availability. The total amount available to student organizations varies each year depending on the General Fund Budget set by the SFB each spring.



### How To Request Funds

Submit a [Funding Request Form](#) at least two weeks in advance. If Engagement Board approves your request, Paul Cortez will purchase everything on our department credit card. **We are unable to process reimbursements.**

- **Food** - If you have food or drinks at your meeting or event, you will need a sign-in sheet with guest names and emails. Please email your sign-in sheet to Paul.Cortez@Seattlecolleges.edu

## Club Funding

by the day after your meeting or event.

- **Travel** - As soon as an event schedule or agenda comes out, please work with your advisor and Paul to fill out travel paperwork. Please submit a [Field Trip Request Form](#) at least 3 weeks in advance.

- After submitting the Field Trip Request Form, Ruby Cavallo will submit a Seattle Colleges Field Trip Authorization Form to the Director of Student Leadership & Engagement. In addition, student organization leadership will also receive Assumption of





## Club Funding

Risk, Release and Hold Harmless Agreements to be signed by all participants. Please send all signed copies to [ruby.cavallo@seattlecolleges.edu](mailto:ruby.cavallo@seattlecolleges.edu) and your student organization advisor prior to your schedule field trip.

### What We Cannot Fund

- Students are prohibited from generating personal profit from student organization funds. For example, charging students fees or purchasing from a club member's personal business. We are unable to fund gift cards, cash equivalents, gratuities or gifts. Please review the [Killian Guidelines](#) for a full list of funding restrictions. All funds raised by student organizations must be deposited in college accounts and intended for student organization use.

### Keeping Track of It All

- Student organizations are responsible for tracking all approved purchases. Please make sure your leadership team is aware of your remaining budget throughout the year.

## V. EXPECTATIONS FOR STUDENT ORGANIZATIONS

### Requirements For Student Organization Active Status

Engagement Board is here to support you. Please reach out as soon as possible with questions or concerns. To maintain an active status, student organizations must:


- Follow the NSC Club & Community Collective Handbook and submit all necessary forms.
- Communicate with Engagement Board and respond to student organization emails weekly.
- Have a student organization leader and an employee advisor.
- Advertise and promote your meetings and events.
- Keep at least five current NSC student members.
- Hold at least one meeting per month.
- Host at least one event per academic year. Participating in a Student Engagement Fair counts towards this requirement.

In addition, student organizations must follow NSC Student Conduct Policy & Procedures. Examples of misconduct include:

- Discriminatory conduct against a student or an employee.
- Sexual misconduct: Harassment, intimidation, violence.
- Harassment: Unwelcome and offensive.
- Academic dishonesty, including cheating and plagiarism.
- Forgery, alteration, or misuse of documents, and false statements.
- Assault, physical or verbal abuse, threat(s), intimidation, bullying, cyberbullying, stalking, harassment of any person on district property.
- Theft, damage, misuse, or possession of district or personal property.
- Weapons: Possession or use of any device or substance that can inflict bodily harm or damage property.
- Hazing of any kind.
- Possession, consumption, or being under the influence of alcohol, or selling alcohol.
- Smoking inside a campus building or where smoking is not authorized.



**Expectations for  
Student Orgs**

 [Visit the Student Conduct Procedures page for more info](#)

## Expectations For Student Organization Leaders

Student organization leaders set the tone, intention, and culture of student organizations. For many students, this may be your first time leading a group. Your advisor and Engagement Board staff are here to help you navigate learning new skills as you support your student organization's goals, members, and overall mission.

Student organization leaders are expected to:

- Attend an annual orientation and share the orientation information with your leadership team. If leadership changes, new leaders can schedule an orientation with Engagement Board.
- Check your student organization email every week, reply to emails from Engagement Board, and reply to interested students.
- Be knowledgeable of your student organization's mission, community guidelines, and adhere to the policies and procedures of this handbook and of North Seattle College.
- Submit all necessary forms. For a full list of necessary forms, please see the Common Questions section at the end of this handbook.
- Maintain membership of actively enrolled North Seattle College students.
- Organize and facilitate meetings.
- Effectively plan meetings, events and activities.
- Familiarize yourself with the [Killian Guidelines](#).

## **Student Organization Safety & Reporting**

If you or a member feels unsafe on campus:

- Remove yourself from the situation as soon as possible.
- Do not engage.
- Call campus security at (206) 934-3636 or 911 in case of emergency.
- Report the incident to [ruby.cavallo@seattlecolleges.edu](mailto:ruby.cavallo@seattlecolleges.edu).

## **Prohibited Activity**

Any of the following actions may disqualify a student organization from operating on campus. Disciplinary actions by the College may also result.

1. Generating personal profit from a student organization. For example, charging students fees or purchasing from a club member's personal business.
2. Serving or selling alcohol or drugs at any student organization sponsored function, including meetings, conferences, and events.
3. Hazing of new members.
4. Discrimination based on race, ethnicity, age, nationality, religion, marital status, gender, sexual orientation, veteran status, political affiliation or belief, citizenship status, or disability.
5. Committing any illegal or violent act.
6. Holding off-campus student organization events without having your employee advisor present or without submitting the required forms to Engagement Board.
7. Any actions that violate the Student Code of Conduct may result in disciplinary actions by North Seattle College and disqualification of the student organization.

## Expectations For Student Organization Advisors

Advisors help students take full advantage of co-curricular learning and serve as role models and mentors for members of student organizations. Responsibilities include:

- Attend an annual orientation.
- Attend at least one student organization meeting per quarter.
- Supervise all official student organization events that take place outside college operating hours (Monday-Thursday 7 am-10 pm; Friday 7 am- 4:30 pm). This includes ensuring events comply with college policies and that the space is appropriately cleaned after the event.
- Supervise all off-campus trips, including conferences and overnight activities.
- Advisors are responsible for ensuring the safety of all students during off-site field trips. This includes bringing signed copies of the Assumption of Risk, Release and Hold Harmless Agreements on all field trips. Advisors are prohibited from transporting students in their personal vehicles. If you would like to arrange transportation through the NSC, please contact [ruby.cavallo@seattlecollges.edu](mailto:ruby.cavallo@seattlecollges.edu).
- Be knowledgeable of the student organization's purpose and goals and adhere to the policies and procedures of this handbook and of North Seattle College.
- Serve as a resource and guide and help support students.
- Be involved in the planning of all events and field trips.

## VI. COMMON QUESTIONS

### **Are there any requirements to be a student organization leader?**

All currently enrolled NSC students are encouraged to become student organization leaders.

### **Can I personally keep items bought with student organization funds?**

Everything purchased with student organization funds intended for general student organization use remains the property of the student organization. All promotional items like club t-shirts, hoodies or food can be kept by student organization members. If a student organization is inactive, all non-promotional items become part of Student Leadership for future student organization use.

### **Do student organizations operate during the summer?**

For most student organizations, the summer quarter is a time to take a break. You're welcome to continue meeting, but funding requests and Engagement Board forms can only be submitted September through June.

### **How can I become a part of Engagement Board?**

Engagement Board opens new applications for paid positions every spring! All currently enrolled NSC students are encouraged to apply. Email [ruby.cavallo@seattlecolleges.edu](mailto:ruby.cavallo@seattlecolleges.edu) for more info.

### **Can I make purchases and then ask for reimbursement?**

No, we cannot process any reimbursements. Ruby Cavallo will make all purchases.

### **Where are all the forms?**

- [Club & Community Collective Activation Form](#)
- [Renewal & Updated Information Form](#)
- [Event Request Form](#)
- [Room Request Form](#)
- [Additional Funding Request Form](#)
- [Field Trip Request Form](#)
- [Inventory Spread Sheet](#)
- [Inventory Check-in Form](#)

Must be submitted with a Seattle Colleges email to upload the file:



**Common  
Questions**

- [Funding Request Form](#)
- [Promotion Request Form](#)
- [Print Request Form](#)
- [Design Request Form](#)