

ASG provides clubs with help, information

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Editor-in-Chief

Perhaps you have been thinking about forming a club but do not know where to start—the ASG office has the necessary guidelines.

In order to organize a formal club on campus, one of the first steps is to get a guideline from the Student Activities' office. The guideline is not intended to be "dictatorial, dogmatic, all encompassing, or an inflexible document, but merely an aid which may or may not be used by a prospective group" in writing their constitution.

However, students and advisors should be aware there are some statements which should be included in every club's constitution in order to conform to school policy.

The ASG recognizes the need for clubs to exist on campus for several reasons:

- Clubs provide social interaction which is not always found in a classroom situation.
- Clubs are the by-product of a group of people with similar goals and interests.
- Clubs are the means by which to attain goals not always feasible by one student. The ASG aims to make clubs successful by helping in the following ways:
- Supplying information related to the college's policies and procedures.
- Helping with start-up procedures.
- Providing information on forming a constitution.
- Offering ideas for club projects and fund raising.
- Providing poster supplies.
- Duplicating flyers or letters if an original is brought to the ASG office, ready for printing (black ink on white paper). Charges for printing will be taken from the club's account.

The Student Activities' Secretary will maintain all club financial records. Advisors may obtain account information from the Student Activities' Secretary.

The role of the advisor can be the key to a successful club. The responsibilities of the advisor include:

- Be aware of the purpose and activities of the organization through attendance at meetings or through frequent consultation with student leaders.
- Act as a source of general information regarding college policies and procedures.
- Process requests for payments, vehicle requests, audio visual works orders, facilities use requests, and writing the constitution.
- Guide club members, while at the same time, allowing freedom for members to plan and coordinate their own activities or programs.
- Provide technical knowledge or information relevant to the club, as needed.
- Oversee financial transactions of the club.
- Be familiar with club's history.
- Provide continuity.
- Assist in determining realistic goals.

When securing funds from the club's account, the advisor should sign the "Request for Payment" authorizing expenditure, unless a student has been designated by the advisor to sign the form.

For the relationship between the advisor and club to be successful, club members must be aware of their responsibility to the advisor. These may include:

- Meeting regularly with advisors and informing them well

in advance of all club meetings and activities.

- Allow the advisor the opportunity to express opinions on issues which affect the welfare of the club and college.
- Let the advisor know their efforts and support are appreciated.
- According to the ASG office the most important step in formulating a club, besides securing an advisor, is writing a constitution.

Upon approval of the constitution, an account is established and the club may petition ASG for \$50 to be put into their account. An additional \$50 may be petitioned for through the ASG.

Other funds must be earned through fund raising, sponsoring events or by petitioning ASG and providing details regarding needs.

Political and religious clubs are encouraged on campus but no funding will be made available for these organizations.

School transportation may be available for club use to attend special events. A 27-cent-per-mile rate will be charged against the club's account.

A mail box will be established in the ASG office for receiving messages or mail.

Minutes from each meeting are to be turned into the ASG secretary to keep the club in an active status. Special arrangements should be made with the ASG vice-presidents if this is not possible.

Every club must resubmit their constitution each new school year in order to remain an active club.

The Student Activities Office and the ASG will endeavor to make club goals a reality although it is the club's enthusiasm, creativity and efforts which are the real tools in determining a club's success.

Opportunity fair offers workshops

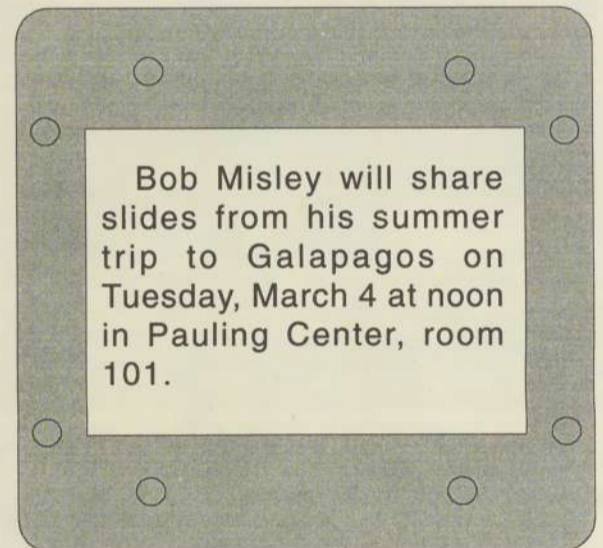
A free Work to School Opportunity fair will be held at Clackamas from 9 a.m. to 1 p.m., Thursday, Feb. 27. The fair will feature three special workshops, job opportunities and career exploration. The first workshop, "Choosing a Career," will be offered at 8:45 a.m. and again at 11 a.m. This will be followed by "Careers of the Future" at 9:30 a.m. and 11:45 a.m. "Job Search Techniques" will be featured at 10:15 a.m. and repeated at 12:30 p.m.

Local employers have been invited to set up tables to interview prospects for spring and summer job opportunities. Additional information will be available on resume writing, applications and job shadow information.

Representatives from more than 25 professional and technical career fields will also be on hand to answer questions about their occupations.

The Opportunity Fair is part of the 20th annual Clackamas County High School Skills Contest scheduled on campus during the same time. Both events are co-sponsored by Clackamas Community College and Clackamas County Educational Service District.

The fair is not limited to those competing in the Skills Contest, but open to anyone involved in a career or job search. Exhibits and demonstrations will be geared to a high school audience. For more information, contact Ethel Swanson at ext. 2396.



Bob Misley will share slides from his summer trip to Galapagos on Tuesday, March 4 at noon in Pauling Center, room 101.

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