

Students and Student Services

Administrative Rules and Procedures

5440 Co-Curricular Activities

1. Chabot College

Co-curricular activities add a necessary dimension to the total educational program of Chabot College. Their conduct requires annual financial support, which is a shared responsibility of the college and the activities. These guidelines provide procedures to be followed in providing required financial support.

A. General

A co-curricular activity is defined as an activity which:

- 1) Is an extended laboratory for an approved and scheduled course of instruction. An extended laboratory is defined as the practicum in which "what is learned" through instruction is put into use through production, performance, or competition, at times extending beyond the limits of the scheduled class periods.
- 2) Holds for the students involved, standards and expectancies for attendance, participation, and achievement in the activity similar to those held for students in regularly scheduled classes.
- 3) Is conducted under the supervision of the instructor of the pertinent course, the Division Dean of the instructional division involved, or the appropriate Vice President.

B. Responsibility

The responsibility for the development and operation of co-curricular activities rests with the appropriate Vice President and Dean. The Vice President is responsible for forwarding approved program and funding recommendations to the President. The Dean is responsible for the preparation and submission of the schedules of events and the annual budget for each activity.

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C. Financial Support

The financial support of each co-curricular activity is a shared responsibility of the college's general fund and the activity. The college's general fund will normally fund costs relating to instruction and supervision as indicated in Section 1)e. below. The activity is generally expected to be as self-sufficient as possible and to provide for all other costs as indicated in Section 1)f. below. Required Activity Trust Funds shall be established for co-curricular activities through the College Business Services Office.

For purposes of funding, three major classifications of co-curricular activities are established:

- Intercollegiate athletics
- Performance activities
- Publications activities

1) College General Funds

The College general fund will provide financial support for the costs incurred for instruction and supervision of the co-curricular activities. Such costs may include:

- a. Instructional salaries
- b. Instructional facilities
- c. Instructional equipment
- d. Instructional supplies and materials
- e. Travel expenses incurred by members of the instructional staff
- f. Conference expenses incurred by members of the instructional staff
- g. Maintenance expenses for equipment and facilities
- h. Transportation of staff to ~~meets~~ activities and other authorized events.

College general funds may also be used to augment Activity Trust Funds used to support the activities detailed in

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Section **2)** below when it is determined that Activity Trust Funds are not sufficient to fully fund the co-curricular activity and that it is important that the activity be conducted. The College President shall consider and approve all funding requests for the general fund support of co-curricular activities.

College general fund support for co-curricular activities shall be annually requested through the regular division budget development process.

2) Activity Trust Funds

An Activity Trust Fund will normally provide financial support for the costs incurred for non-instructional activities. They may include:

- a. Registration and entry fees
- b. Student meals and lodging
- c. Awards
- d. Production costs
- e. Officiating costs
- f. Publicity
- g. Printing of programs, tickets, covers, etc.
- h. Ticket sales and collection

Each approved co-curricular activity shall establish an Activity Trust Fund through the College Business Services Office. The Activity Trust Fund will be an operational responsibility of the appropriate Division Dean.

Activity Trust Fund revenues shall be derived from funds raised by an activity (including special events, ticket sales, sale of publications, etc.). Additional financial support may come from the profits of the Chabot College Bookstore.

The Division Dean shall prepare an annual budget for the co-curricular activity indicating both anticipated income and

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expenditures. The Division Dean shall forward proposed budget to the appropriate Vice President for review and approval.

Records and accounts of the Activity Trust Fund will be maintained by the Chabot College Business Services Office and will be included in the annual audit of the district as required by state law.

D. Expenditures

College General Funds

Expenditures of Chabot College general funds in support of co-curricular activities will be made through the normal district procedures established for requisitioning supplies, equipment, and services. Such requisitions must be signed by both the Dean and the appropriate Vice President.

Activity Trust Fund

Expenditures from the Activity Trust Fund will be made by the processing of disbursement requests to the Chabot College Business Services Office. The disbursement requests must be signed by the faculty member supervising the co-curricular activity and the appropriate Division Dean.

2. Las Positas College

- a. **Associated Student body Trust Funds** provide financial support for extra-curricular activities which are not directly related with courses and scheduled classes but enhance and complement the total college experience for students. Included in this category are intercollegiate activities, student government, student clubs, club sports, intramurals, and activities which provide services that relate to the general welfare of any registered student under given

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circumstances such as emergency loan funds and support for specific student events.

- b. **Co-curricular Trust Funds** provide financial support for courses offered within the college curriculum such as extended laboratories involving production, performance or competition at times beyond the scheduled class periods. Co-curricular Trust Funds may also include accounts considered administrative such as: bookstore commission, classified senate, and institutional advancement.
- c. **Management of Funds** - The authorized Associated Student Body and co-curricular activity shall establish a trust fund through the college business services office of Las Positas College. Records and accounts of the trust fund will be maintained by the college business services office in compliance with all District accounting procedures. Income for the trust funds is derived from the college bookstore profits and by monies raised by special events, ticket sales, sale of publications, donations, fund raisers, etc.

All income must be submitted to the college business services office for deposit to the appropriate fund. Expenditures from the trust fund will be made by purchase order, requisition or request for disbursement. All expenditures must be approved/signed by the College's Vice President and the College's Business Officer prior to being processed through the college business services office. The records and accounts of the fiduciary trust funds will be included in the annual audit of the district as required by state law.

- d. **Supported Activities** - Fiduciary trust funds will provide financial support for the following types of costs incurred: registration and entry fees; transportation, meals and lodging; awards/scholarships; stipends; production costs; officiating costs; publicity; printing of programs, tickets, covers, etc.; activity supplies and materials; ticket sales and collection; and emergency student loans.