



For more information, please contact
the Student Activities Office

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Student Activities Specialist

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6 Steps to Success

(for project planning)

Greetings Condors!

We are excited that you are planning a project to enhance student life at Oxnard College. This booklet is meant to be a reference for you, any club members, or student volunteers willing to conduct student activities on campus. If you follow each of the following 6 steps, and ask questions when needed, you shall have a smooth event. I suggest you plan ahead. It is estimated that any event on campus should be planned within a 6 week timeline as some of the permissions may take time to get approved, or facilities may be reserved by other people on campus prior to your forms being submitted. Thank you for planning in advance.

Best,

Gabriela Rodríguez

OC Student Activities Specialist

Step 6

***Hold a debrief session**

-Gather the entire team and discuss both all positive things that happened and things we can do better next time.

***Make sure that all vendors get paid**

-Contact them to thank them & ensure they received payment, they'll know you care.

***Send a proper Thank You**

-You want to inspire people to help your next event. Everyone wants to feel appreciated. Make sure you send thank you cards.

***Compile your work in a binder to pass on.**

-Share resources and lessons learned with the next person charged with this project.

Step 5

***Confirm list of volunteers** for the event

-make reminder calls when appropriate

*Request parking passes from Campus police for guest

***Arrive on day of event at least 2hr. early**

-Ensure you do walk through; set up if special decorations are needed and remind people on campus. (set up team)

***Execute Event**

-Try your best to enjoy the event, but keep point person checking to ensure that we are prepared for what will happen next in our program. (have all needed materials)

***Properly clean space** you use. Have clean up team.

Step 1

***Get on the agenda and receive approval during meeting** from the leadership council (ASG or IOC). You must make a strong pitch as to why this project should be supported. Print meeting minutes demonstrating this action. (Specify amount, org# and event/item)

Step 2

***Complete Facility Request Form**

-It is important to note any request from Maintenance Dept. When appropriate, attach layout of tables/chairs.

***Complete Requisition Form**

-Please Ensure that vendor is already listed. If not listed, vendor must submit W-9 form.

How do I get on the ASG Agenda?

ASG meets the every Monday from 2-3:30PM in the Administration Building, President's Conference room. Complete this form and submit to the ASG President the week before to get on the agenda and have your item be considered.



Oxnard College
Associated Student Government
Agenda Request Form

Please PRINT clearly in black ink
*It takes two weeks for your request to be presented to the ASG Board, unless there is an emergency.

Nature of Agenda Request (Please mark one): Action Information Discussion

Today's Date: _____ Submitted By: _____

Contact Phone #: _____ Department Ext.: _____

E-mail Address: _____

Status/Position ASG Officer OC Student OC Staff/Faculty Community Member

Brief Description: _____

NOTE: Return this form to the ASG President's mailbox located in the Student Activities/ASG Building, Room #5-118

Office Used Only

Approved for submission by: _____

Moved by: _____ Seconded by: _____

Carried Failed Table VOTE: Yes No

Referred to ASG Ad Hoc Committee: _____

Recommendation: _____

White-ASG Yellow-ASG Advisor Pink-Requester 06/2018

If I hire a vendor to have food on campus what forms do I need from them?

Any vendor feeding people on campus must demonstrate they have a valid food permit as well as demonstrate that they have a \$1M insurance in case anything happens. They can typically provide this within a few days if they are an established business. Just ask that they endorse our Ventura County Community College District as additionally insured in their "Certificate of Insurance."

Sample Certificate of Insurance

Facility User's Insurance Broker →

Name of Facility User (it should match the name as written in the Facility Use Agreement) →

Claims Made or Modified Occurrence is not acceptable →

This section should reference the job number, project name, and/or location →

This should name your appropriate company entity with proper address →

Current dates are required →

The two "each occurrence" boxes should total at least as much as required in your contract →

The totals in each box should be at least \$1 million →

This wording should be "X'd" out →

Signed by the Broker only →

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMIT	COVERAGE
GENERAL LIABILITY					GENERAL LIABILITY
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				\$1,000,000	COMMERCIAL GENERAL LIABILITY
<input checked="" type="checkbox"/> LIABILITY				\$1,000,000	LIABILITY
<input checked="" type="checkbox"/> CONTRACTORS & CONTRACTORS	1204575	06/01/00	06/01/01	\$1,000,000	CONTRACTORS & CONTRACTORS
<input type="checkbox"/>					
PROPERTY LIABILITY					PROPERTY LIABILITY
<input checked="" type="checkbox"/> ANY AUTO				\$1,000,000	ANY AUTO
<input checked="" type="checkbox"/> ALL OWNED AUTOS	2345789	06/01/00	06/01/01	\$1,000,000	ALL OWNED AUTOS
<input checked="" type="checkbox"/> NON-OWNED AUTOS				\$1,000,000	NON-OWNED AUTOS
<input checked="" type="checkbox"/> NON-OWNED AUTOS				\$1,000,000	NON-OWNED AUTOS
BOILER LIABILITY					BOILER LIABILITY
<input type="checkbox"/> BOILER LIABILITY					
SALES LIABILITY					SALES LIABILITY
<input checked="" type="checkbox"/> SALES LIABILITY	4567890	06/01/00	06/01/01	\$1,000,000	SALES LIABILITY
<input checked="" type="checkbox"/> SALES LIABILITY				\$1,000,000	SALES LIABILITY
EMPLOYER RESPONSIBILITY					EMPLOYER RESPONSIBILITY
<input checked="" type="checkbox"/> EMPLOYER LIABILITY	9876543	06/01/00	06/01/01	\$1,000,000	EMPLOYER LIABILITY
<input checked="" type="checkbox"/> EMPLOYER LIABILITY				\$1,000,000	EMPLOYER LIABILITY

If I bring guest on campus, where do I get Standard Agreement?

The Standard Agreement form may be found in the Student Activities office, S-115, or an electronic copy may be emailed to you if requested.

 **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
STANDARD AGREEMENT**

 Moorpark College
 Oxnard College
 Ventura College
 District Administrative Center

THIS AGREEMENT, made and entered into, upon full execution by signature, by and between the Ventura County Community College District, hereinafter referred to as "DISTRICT" and _____ hereinafter referred to as "CONTRACTOR".

Contractor Information:
 Name: _____
 Address: _____
 Phone #: _____ Fax #: _____
 Email Address: _____
 Tax ID or Social Security #: _____ Business License #: _____
 Corporation _____ Partnership _____ Individual _____

WITNESSETH, the parties do hereby contract and agree as follows:
Scope of Work: The CONTRACTOR shall perform, within the time stipulated; the contract as herein defined, and shall provide all labor and materials to complete in a professional manner all of the work required in connection with the following:

Term of Agreement: The term of this agreement shall be _____

How do I reserve a classroom or space on campus?

As an official club or ASG member, you have access to our facilities. For the most part, the Facility request form is completed and we can make any simple reservation in the student activities office. However, if you need the Gym, Cafe, or Performing Arts Building, please complete the Civic Center Application. Both forms may be found in the Student Activities office, S-115.

**Oxnard College
FACILITIES REQUEST FORM**

This form is to be used when requesting a reservation for both on- and off-campus facilities for college-affiliated events and college committee meetings. All events are entered onto a Master Calendar to ensure facility availability and to prevent scheduling conflicts. This form **must be submitted at least 15 working days prior to event** if services are required from Maintenance & Operations, Media center or Public Information Office; if no services are required, this form must be submitted 5 working days prior to event.

DATE OF EVENT: _____ FROM: _____ a.m./p.m. TO: _____ a.m./p.m.
 EVENT: _____
 ON-CAMPUS LOCATION: _____
 (Check with Office of Instruction for room availability.)
 OFF-CAMPUS LOCATION: _____
 OPEN TO THE PUBLIC? YES NO AMOUNT OF ADMISSION, IF ANY: _____
 ESTIMATED ATTENDANCE: _____
 NAME OF APPLICANT AND/OR CLUB: _____
 EMAIL ADDRESS: _____
 TODAY'S DATE: _____ PHONE NUMBER: _____

FOR STUDENT ACTIVITIES ONLY, PLEASE ROUTE THROUGH THE FOLLOWING:

1. Applicant	Date	3. Master Calendar Manager	Date
2. Dean of Student Services	Date	4. Vice President of Business Svcs.	Date

SERVICES AND EQUIPMENT
MAINTENANCE AND OPERATIONS (for on-campus events only):
 Extra Chairs Needed: _____ (number) Tables Needed: _____ (number)
 Other Services Needed: _____

MEDIA CENTER (for on-campus events only):
 Extension Cord(s) _____ How many? _____ (Note: You are required to pick up and return them.)
 Lectumette (Portable P.A. System) _____ Microphone(s) w/stand (LA-8 only) _____ Table Microphone(s) w/stand (LA-8 only) _____
 Video Player/TV _____

SUBMIT THIS FORM TO THE INSTRUCTION OFFICE (Blanca Barrios ext. 5922, SS&A-221)

Step 3

***Complete standard agreements** for outside guests. (signed by Business Services V.P.)

-If vendor sells food, health permit and insurance is also required.

*Same step of completing requisition is needed for guest performers as well.

-Please ensure that guest performer is listed as a vendor just like any other purchase.

***Get your flyer approved** by ASG.

-email Gaby a PDF of flyer if you need copies.

Step 4

***Make Complete list of materials**

-Have a check off list made so you can share with future generations

***Envision yourself walking through the experience you want to provide for guests.**

-It is important to think about items you might need like pens, nametags, extension cords etc...

***Start Compiling a box of materials**

Think of items you might forget otherwise.