ASCBC Community Application
2014-2015

Before submitting, please make sure that the application is filled out completely.
If not, it will be returned to the listed community mentor via inter-office mail.

Application Deadline:
Applications may be submitted until spring break 2015.

Application Checklist:

- ☐ Purpose
- ☐ Member Contact & Student Representative Signature
- ☐ Facility Use Form submitted to Shurrie Weatherman
- ☐ Member List
- ☐ CBC Staff/Faculty Community Agreement
- ☐ CBC Mentor Review and Signature

How to Start Community:

1) Find three or more interested and currently registered CBC students to sign up.
2) Find a community mentor; must be a CBC staff or faculty member.
3) Fill out the community application completely

Community Commitments:

1) Provide ASCBC with a student contact.
2) Turn in a quarterly facility use form listing all of the community meetings dates and times by the deadline set forth by ASCBC. The quarterly deadlines will be advertised via email to your community mentor and your student contact.
3) Adhere to all CBC and ASCBC processes/policies as discussed in this application. Other processes or policies may apply if the community is approved to host an on-campus event.

If you have any questions, please email Leah Gillette-Fox, lfox@columbiabasin.edu.

Application Process (For ASCBC Use Only)

- ☐ Student count approved by Asst. Director or SA Asst. (initial_____; date_____)
- ☐ App approved by Asst. Director (initial_____; date_____)
- ☐ Emailed mentor with final community approval (initial_____; date_____)

NOTES:

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548.

Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at 542-0400. This notice is available in alternative media by request.

Community Limitations and Requirements (as compared to clubs)

Communities will NOT:

- Be given a quarterly stipend of funding for events, travel, or club-related expenses.
- Have a legislative vote on student government issues (such as bylaws changes or S&A Budget approval). They will NOT be required to view online Canvas modules about these items or maintain a club council representative.

Communities WILL:

- Have a minimum of three student members.
- Have a staff or faculty member who is willing to take on the role of “mentor.” The mentor should be willing to occasionally meet with the Community to provide guidance or support around their topical area.
- Entertain at least one yearly visit from the ASCBC office.
- Have the ability to re-evaluate the group’s community status and petition to be a club once during the academic year (if desired). This must happen prior to the final club application deadline in January.
- Have access to a joint community account (see further explanation below).

Community Funding

Students in a Community who would like to do an event to promote their group may request a meeting with the Assistant Director to go over ideas, event planning, and marketing strategies. If approved, the Community will have access to a small amount of funding to have a free event on campus. The event must be open to all interested students. Initial approval of the event will be at the discretion of the Assistant Director.

Community Purpose Statement

Communities need to revise this each year to ensure that the current members have full say in how their community is going to function. Previous or old versions will not be accepted.

Name of Community: _____

Community Purpose *(The purpose you list will help us accurately describe your community on the CBC Website and Web calendar. Please keep in mind that this is the information that students will read to help them decide if they would be interested in attending the community group meetings.)*

Purpose Statement:

Community Member Contact

The community can list up to two primary student contacts. However, one student contact is required.

Contact 1

Student's Name: _____

SID: _____

Email Address: _____

Phone Number: _____

Student Representative Review and Signature

I have reviewed this completed application with the community mentor. I agree to uphold the purpose of my community and follow the counsel/rules set forth by ASCBC, my community mentor, and Columbia Basin College.

_____ *Email:* _____

Student Signature & Date

_____

Printed Name

Facility Use Form Information

A *CBC facility use form* **must be** filled out each quarter for your community meetings. It is also a requirement for this application. Your community mentor will need to fill out the form online, and submit it to Shurrie Weatherman. A staff ID and PIN are required. The form can be found at columbiabasin.edu/eforms.

Community Member List

Quarter: _____ **Year:** _____

Community Name: _____

Roster:

At least three (3) currently registered CBC students are required. However, if your community roster exceeds three members, please submit a complete roster with all members listed.

Please make sure names (first and last name) and SID numbers are recorded below.

Student Name	SID

Please attach an additional list of community members if needed.

CBC Staff/Faculty Community Agreement

Please review the community mentor agreement and alert Leah Gillette-Fox (lfox@columbiabasin.edu or 542-4828) to any concerns or questions you may have.

As the CBC staff community mentor, I understand that I am expected to:

1. Understand the nature, objectives, and purpose of the community.
2. Occasionally meet with the community to provide guidance or support around their topical area. The staff mentor does not need to attend all community meetings but should regularly check in with the group.
3. Foster teamwork within the community.
4. Support community members as they actively recruit new community members.
5. Support continual community improvement.
6. Be aware of safety issues and take steps to minimize the chance of injury.
7. Support and enforce responsible student behavior. In relationship to community meetings, this includes but is not limited to:
   a. zero consumption of alcohol and non-prescription drugs (by students, staff, or volunteers)
   b. rowdiness that damages property or causes discomfort to others
8. Refrain from intimate or romantic involvement with students.
9. Promote a community environment that is free of harassment and discrimination.
10. Respond to all community emails, phone calls, and/or correspondence in a timely manner.
11. Seek counsel from ASCBC when questions or concerns arise.
12. Submit the following items to the ASCBC at the end of each quarter as prompted:
    a. Updated roster of all community members (a minimum of three members)
    b. Facility use form reflecting community meetings for the upcoming quarter

Note: Communities do not function in the summer without prior approval by the Director or Assistant Director.

CBC Mentor Review and Signature

I agree to serve as a community mentor and adhere to all federal, state, and institutional regulations regarding college communities.

I have reviewed this application. I understand what I have read and can support the purpose of the community. I also understand and will adhere to the CBC Staff Community Agreement and the Community's purpose.

_____ _____

Community Mentor Signature & Date *Printed Name*