

STUDENT LEADERS IN SUSTAINABILITY

Guide to Launching a USGBC Students Group at Your California Community College



**California Community Colleges
Chancellor's Office**



U.S. Green Building Council



Center For Green Schools



USGBC Students



U.S. Green Building Council



Center For Green Schools



USGBC Students



Southern California Edison



**California Community Colleges
Chancellor's Office**



**Foundation for California
Community Colleges**



El Camino College



**Developing Energy Efficiency
Professionals Program**

DISCLAIMER

None of the parties involved in the funding or creation of the Guide, including USGBC, its members and contractors, assume any liability or responsibility to the user or any third parties for the accuracy, completeness, use of, or reliance on any information contained in the Guide or for any injuries, losses, or damages (including, without limitation, equitable relief) arising from such use or reliance. Finally, the Guide and the contents herein are provided without warranties of any kind, either expressed or implied, including, but not limited to, warranties of the accuracy or completeness of information in the suitability of the information for any particular purpose.

LAUNCH A USGBC STUDENTS GROUP ON YOUR CAMPUS TODAY

We dedicate this effort to all California Community College students, to celebrate their commitment to gaining an education for sustainable development.

In a world of finite resources with ever expanding populations, we students can share knowledge through educational campaigns, peer-to-peer workshops etc., so that we may use our knowledge to build awareness about the linkages between energy, food, water, materials, waste, transportation, and climate change, so that all students acquire the essential skill of ecoliteracy.

WHAT GREEN BUILDING ADDRESSES :

- Climate Change
- Resource Depletion
- Water Consumption
- Degradation of ecosystems/
habitat
- Indoor Environmental
Quality
- Occupant Comfort and
Productivity



Photo by Benjamin Benschneider

TABLE OF CONTENTS

SECTION 1 : FACULTY AND ADMINISTRATIVE SUPPORT

- 4. Letter ECC Superintendent/ President
- 6. CCC Chancellors Office Press Release
- 10. Letter DAS President Donald Gauthier LACCD
- 15. USGBC Membership Benefits

SECTION 2 : STUDENT GUIDE TO LAUNCHING A USGBC STUDENT GROUP

- 26. Letter ECC Student Eugene Chang: The Time is Now
- 28. Express Guide To Establishing a USGBC Students Group
- 29. Model Advocate:
 - ◆ Getting Started
 - ◆ Securing Approval
 - ◆ Looking Ahead
- Appendices:
 - 36. **Appendix A** : Sample Copy of Affiliation Agreement
Between USGBC & USGBC Students Group
 - 38. **Appendix B** : Copy of El Camino College's USGBC Bylaws
 - 41. **Appendix C** : Sample Copy of El Camino College's "How
to Charter a Club" Package
 - 49. Letter from USGBC National Chairs

PART 1:

FACULTY AND
ADMINISTRATIVE SUPPORT



LETTER FROM THE PRESIDENT OF EL CAMINO COLLEGE



Thomas M. Fallo

In today's challenging times, one has to seek innovative and collaborative partnerships to bring success to our students. El Camino College understands value creation through collaboration, and we know this is the key to success for all students as they are faced with highly competitive job markets. A recent example of collaborative innovation is demonstrated by the statewide partnership between the California Community Colleges (CCC) and the U. S. Green Building Council (USGBC), which allows us to offer our students, faculty and staff an incredible opportunity to gain the skills needed to earn a Leadership in Energy and Environmental Design (LEED) Green Associate credential.

I am writing this letter to encourage our complete participation in this collaboration.

I have no doubt it will help ready our students to be competitive the new green economy and simultaneously help a practical and deeper understanding of environmental sustainability. The response we have received from our students has been amazing, with a vast majority interested in the LEED Green Associate credential. Meanwhile, our faculty in architecture and engineering are interested in the more advanced LEED-AP credential, which can be facilitated through a partnership with USGBC.

There are significant opportunities for employment in the green building sector. The construction industry faces severe workforce shortages in trained professionals, as architects, engineers, contractors and specialized trades including electricians, concrete finishers, cement masons, and carpenters need new green job skills. El Camino College is committed to ensuring our students are prepared to enter this changing workforce. Our certificate courses are designed to provide necessary foundational knowledge, and sustainability education is infused throughout all the curricula, including general computer software skills, architecture degrees, CAD, Revit and BIM. These courses give our students skills necessary to gain higher paying jobs with opportunities to advance. Internship programs like the Developing Energy Efficiency Professionals program offered on our campus by Southern California Edison help our students to gain hands-on experience on campus-based projects.

El Camino College is committed to create an inclusive greener campus. Our efforts will focus on energy efficiency, water conservation, waste reduction, using natural resources judiciously etc., by providing a holistic approach so that the entire campus is working together. With ever increasing energy costs, regulatory requirements, incentives and rebates, and our students' strong interest in environmental sustainability, we want to reflect this commitment in the campus culture and our curricula. Our collaboration with USGBC will now allow us to do this in partnership with the leading green building organization. In conclusion, I am reminded of what Frank Lloyd Wright (1867-1959) said "Study nature, love nature, stay close to nature. It will never fail you." El Camino College is committed to environmental sustainability and reducing our ecological footprint in every step.

Thomas M. Fallo,
Superintendent/President
El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506
tfallo@elcamino.edu

“

LETS GO
INVENT
TOMORROW
RATHER THAN
WORRY ABOUT
WHAT
HAPPENED
YESTERDAY.

”

-STEVE JOBS



CALIFORNIA COMMUNITY COLLEGES

CHANCELLOR'S OFFICE

PRESS RELEASE

July 6, 2012

Contact: Paige Marlatt Dorr

Office: 916.327.5356

Cell: 916.601.8005

Office E-mail: pdorr@cccco.edu

Mobile E-mail: pmarlatt@comcast.net

California Community Colleges Can Receive Free Membership To United States Green Building Council Under New Partnership Agreement

Student access to online courses, staff development are major benefits of new green building initiative

SACRAMENTO, Calif. – California Community Colleges Chancellor Jack Scott today announced the California Community Colleges have partnered with the United States Green Building Council and its Community Green (USGBC) program to offer faculty and staff free access to online Leadership in Energy and Environmental Design (LEED) green building curriculum. This new statewide partnership will serve as a template for use in other states throughout the country.

Students at participating campuses also will receive support in studying for and taking LEED credential exams, which can lead to jobs in the burgeoning alternative energy and sustainability fields.

“These collaborations are excellent opportunities for our students to become more employable and it’s also a staff development opportunity,” Chancellor Scott said. “These are the types of jobs that will power our economic recovery and gives the students a skill that will lead to higher wages and a brighter future. Our faculty and staff can continue building their educational careers, too, and help train today those green energy and sustainability leaders of tomorrow.”

By joining the USGBC’s Community Green program, community colleges will receive an institutional membership for one year. That membership allows faculty to have support in integrating green building coursework and training opportunities into the curriculum. They also get access to instructor trainings on facilitating green building courses and activities. Students gain access to online courses and study materials for passing the LEED Green Associate exam, which leads to a credential that is recognized nationally and internationally by the green energy and sustainability industries. The LEED Green Associate represents fundamental knowledge of LEED and green building with a commitment to sustainability.

The initial rollout of the program to faculty and staff has already begun with invitations to sign up with the USGBC. Students will be encouraged to sign up in the fall when the academic year begins.

“California’s community colleges are essential to building sustainable local economies and educating the next generation of green building professionals” said Rachel Gutter, director of the Center for Green Schools at the USGBC. “We’re thrilled to partner with the state of California in this initiative, and look forward to using our collaboration as a nationwide model to emphasize the critical role that community colleges play in the green economy.”

The agreement between community colleges and USGBC was facilitated by Southern California Edison, which has been working with the state Chancellor’s Office on a statewide partnership to achieve cost-effective immediate and persistent peak energy and demand savings at all campuses. A component of that partnership is a program to promote energy efficiency awareness through education, and to provide green workforce exposure and career opportunities to students. That program, called Developing Energy Efficiency Professionals, pays students to acquire and spread knowledge about sustainability practices at their campuses.

The program is currently at Citrus College in Glendora, El Camino College in Torrance and Mt. San Antonio College in Walnut. The aim is to double the number of campuses by the 2013-2014 academic year.

“We are extremely proud of our program for not only meeting its objectives, but for exceeding its objectives by facilitating the launch of the very first USGBC student chapter at a California community college, El Camino College, and for helping expand the USGBC student program to all community colleges,” said Carlos Hernandez, education programs manager for Southern California Edison.

For more information about DEEP, go to <http://bit.ly/N8SusJ>

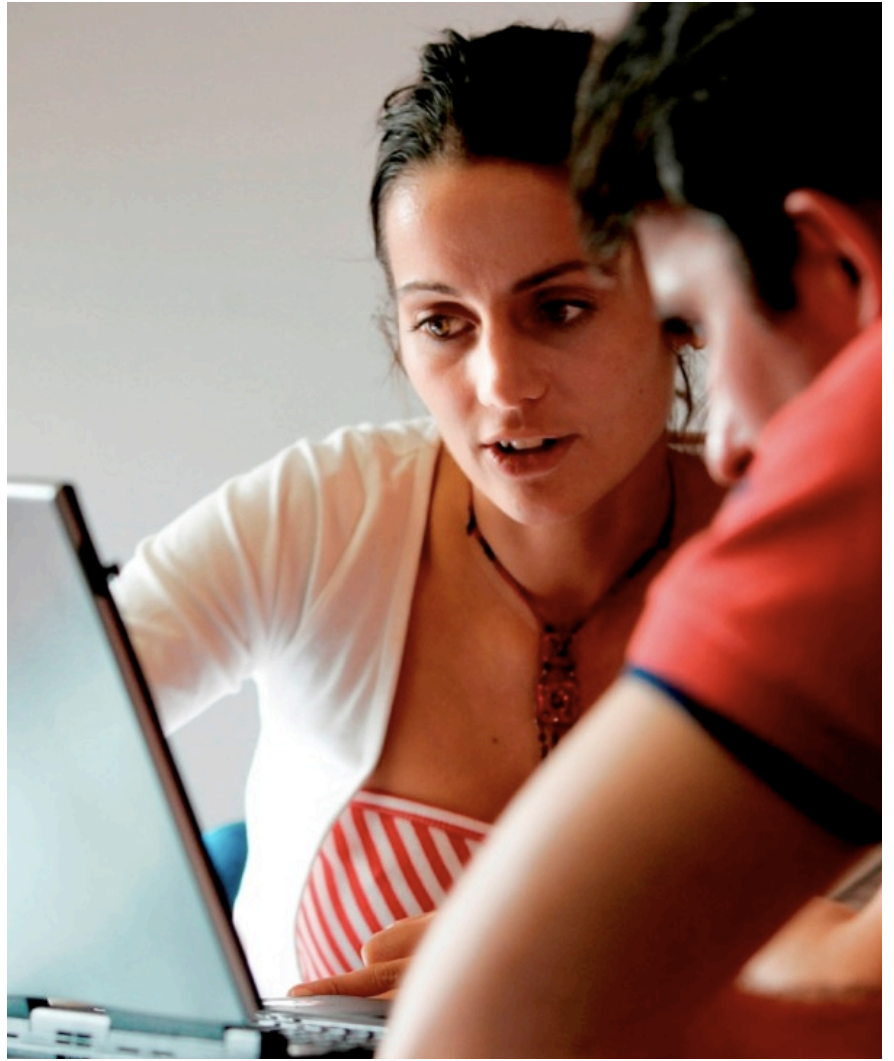
The California Community Colleges is the largest system of higher education in the nation composed of 72 districts and 112 colleges serving 2.6 million students per year. Community colleges supply workforce training, basic skills education and prepare students for transfer to four-year institutions. The Chancellor’s Office provides leadership, advocacy and support under the direction of the Board of Governors of the California Community Colleges. For more information about the community colleges, please visit <http://californiacommunitycolleges.cccco.edu/>.

###

PEOPLE WHO SAY IT CANNOT
BE DONE SHOULD NOT
INTERRUPT THOSE THAT ARE
DOING IT.

-George Bernard Shaw

Energy savings of
\$1.2 trillion
and the creation of up to
900,000 new jobs
by 2020



California Community Colleges are inspiring the next generation of leadership in sustainability from economic, social and environmental viewpoints to create change in this generation and spread it far-and-wide.



DISTRICT ACADEMIC SENATE

(213) 891-2294
(213) 891-2144
www.laccd.edu/das

Greetings!

In these fiscally challenging times, our colleges have been asked to do more, with fewer resources. Educators are required to meet many goals, both programmatic and professional, not the least of which is the need to pass on to students an awareness of the environment and the impacts of human beings on the natural world. Living on a finite planet with over 7 billion people who must be fed, sheltered, clothed and provided with basic human comforts, we can perceive immediately the importance of sustainability and a global perspective in our educational mission.

Education in sustainability is fundamental in a world challenged by anthropogenic climate change, ongoing political conflicts, and economic uncertainty. Students must begin to recognize the linkages and interconnections between natural and human systems, and learn how to integrate sustainable thinking into everyday life. As human populations grow and as many aspire to standards of living equal to those of the developed world, the impact is reflected in natural and human systems as pollution, deforestation, global warming, species extinctions, habitat destruction and degradation of our natural and built environments.

So, environmental education and its outcome, environmental literacy, is an ambitious and worthy goal. In a sense, it is our “succession planning,” preparing students to succeed in the world, and where success comes without destroying what humans need to survive and thrive. Ecology teaches us that everything is connected to everything else. Learning to use ‘eco-logic’ and to anticipate the unintended consequences of our actions and policies is vital if we are to achieve what Aldo Leopold called a “land ethic,” which “simply enlarges the boundaries of the community to include soils, waters, plants, and animals, or collectively: the land.” Our challenge is to find our true place in the midst of a natural world, keeping our footprint as small as possible, in everything we do.

We are helping to create a new generation of leaders, inspiring them to solve the most critical issue of our time - global climate change. The issue is not the exclusive domain of one discipline; rather, it requires multidisciplinary, interdisciplinary approaches. We can begin by infusing existing curricula, and creating new curricula as needed, that lead to Associate in Science and Associate in Arts degrees. Creating short-term certificate courses and embedding principles of sustainability in general education are also strategies we are pursuing in the Los Angeles Community College District.

At first glance, it might appear that disciplines such as architecture, environmental sciences, or interior design should address education for environmental sustainability, but there is a place for sustainability in everything we teach. Some students will be motivated by concerns over the decline of natural resources, or interests in new emerging energy technologies. Others will learn about new professional regulations, or California's Title 24 Green Building Codes, and U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) certification system for buildings, which promotes sustainable building and development practices through a certified rating system.

All our time is precious, so whenever possible it's helpful to create best practice models to generate the outcomes we desire. Now, new initiatives are taking shape as the State Chancellor's Office of California Community Colleges has partnered with USGBC's Center for Green Schools (a 501©(3) non-profit organization). The Center has made the commitment to support California community colleges by providing green building training and education opportunities to faculty, students and staff.

I would encourage faculty members to support their students by becoming academic advisors as students launch USGBC Student Groups. With your support a wealth of resources will become available to your campus including: sample syllabi, discussion questions, LEED-Green Associate Study Guides, LEED-Green Associate Core Concepts, LEED Green Associate online course, LEED-Green Associate Curricula with Slide Deck and Faculty Notes. Once students are certified as ready to take the LEED Green Associate exam, USGBC's Center for Green Schools will pay the exam costs. The LEED-Green Associate credential is internationally recognized and denotes basic knowledge of green design, construction and operations. The credential provides an entry to a wide-range of career opportunities and internships.

Through this partnership, California Community colleges can lead by example showcasing best practices, green building awareness, practical skills and new courses in the communities we serve. Lend a hand to your students, encourage their participation, become involved with them, or take and pass the exam yourself!

Donald J. Gauthier

President, District Academic Senate

LACCD

770 Wilshire Blvd. 7th Floor

Los Angeles, CA 90017

213.891.2294

GauthiDJ@email.laccd.edu

USGBC'S COMMITMENT TO CALIFORNIA COMMUNITY COLLEGES



LEED
LEED PROFESSIONALS
GREENBUILD

THE CENTER
FOR GREEN SCHOOLS



**MARKET
TRANSFORMATION**



U.S. GREEN BUILDING COUNCIL

COMMITMENT TO CALIFORNIA COMMUNITY COLLEGES

The California State Chancellor's Office for California Community Colleges seeks to empower through leadership, advocacy and support.

Community colleges are the centers for educational opportunity. Collectively, they not only provide millions of people with access to a more promising future, but serve as driving forces in local economies.

With growing enrollment and limited resources, many colleges today are facing a host of challenges, and students are graduating into a tough economic market. At the U.S. Green Building Council (USGBC), we know that green building provides a solution that supports job creation, workforce transformation, and economic recovery.

By 2013, green building will support nearly 8 million workers in a range of occupations including construction managers, carpenters, truck drivers, and cost estimators, among others. Community colleges are uniquely positioned to prepare professionals varying in skill levels for these high-demand careers that require at least a basic understanding of green building. But they don't need to do it alone.

Community Green is USGBC's commitment to supporting community colleges in educating the next generation of green building professionals. Through Community Green, we are offering all colleges a free year of USGBC institutional membership (a \$750 value). Community college members receive support in their efforts to integrate green building concepts into curricular and co-curricular opportunities, so they can educate a diverse workforce that can succeed in a 21st century economy.

“This statewide collaboration brings to our colleges an opportunity to continue their work, to embed sustainability issues into existing curriculum, and to develop new courses. Our students will gain an opportunity to network with professionals, to consider sustainability issues within the context of their majors, and to build capacity with directly relevant professional training.”

Michelle Pilati, Ph.D.
President Academic Senate for California
Community Colleges.

“Our students will launch USGBC Student Groups at all our colleges, and use the built environment as a living lab to enrich their learning experiences to provide a legacy for others to understand sustainability is a shared responsibility.”

Frederick E. Harris,
Assistant Vice Chancellor, College Finance &
Facilities Planning

Sign Up

**SIGN UP TO BECOME
A USGBC
COMMUNITY
COLLEGE MEMBER
FOR FREE**

Additional benefits Include:

Free access to instructor training and other resources that facilitate green building courses and activities

.....
Discounts on USGBC educational materials, Greenbuild International Conference & Expo admissions, and LEED credentialing and certification

.....
Direct support in integrating green building coursework and training opportunities into existing curriculum

.....
Free access to online courses for faculty, staff, and students toward LEED Green Associate credentialing

.....
Opportunity for students to launch USGBC Student Groups, providing access to national resources such as professional mentors, professional networking, and participation in local USGBC events

If you have any questions or concerns, please contact **Vanessa Santos** at vsantos@usgbc.org for more information.
*Applications are only accepted online. Take advantage of this opportunity and secure your place in the program now!
Roll out will commence in the fall of 2012.*



Sustainability Collaboration in Higher Education



Welcome to USGBC Membership

Brought to you by:



USGBC is a 501(c)(3) non-profit
Organization.

USGBC's Community College Members
Educate the Next Generation of Green
Building Professionals



BENEFITS OF MEMBERSHIP

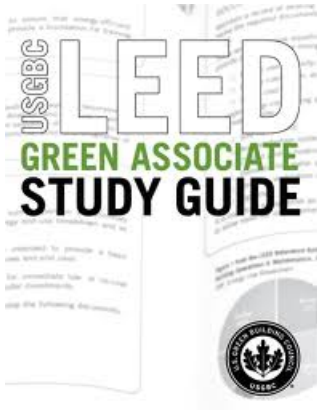
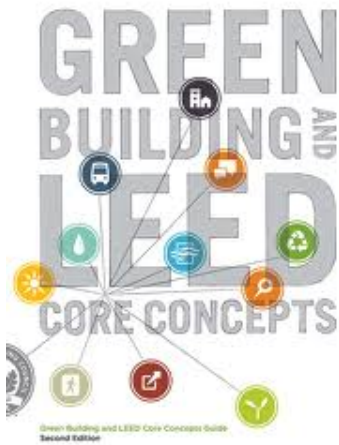
Community Member Forum USGBC Chapters Member
to Member Exchange GBCI Programs Committees
Education Provider Program LEED Faculty Members
Only Webcasts and Podcasts Member Logo Member
Directory Financial Savings Member Promotions
Voting GreenSource Magazine Board of Directors
Member Circle Events LEED Credentialing Greenbuild

Community College Member Benefits (+ \$750 value)



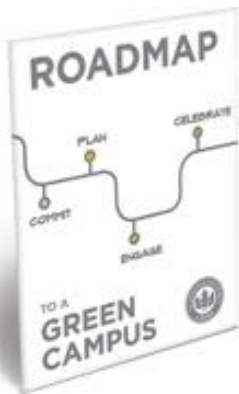
- Curriculum
- Campus
- Community

Curriculum



- Sample syllabus
- In depth case studies
- Test and discussion questions
- Online green building courses
- Faculty webcasts
- LEED Green Associate study materials
- Credential opportunities and discounts

Campus



- Engage students
- Resources for staff and administrators
- Member-only webcasts

Community



CENTRAL TEXAS - BALCONES

- Networking opportunities with other members
- Chapter discounts
- Greenbuild discounts



1. ESTABLISH ACCOUNT HOLDER

- Faculty Advocate
- Facilities Advocate
- Students Advocate
- Financial Advocate

2. KNOW YOUR BENEFITS

- Be sure to review your Community College Member Guide (coming soon)
- Navigate through your member resource page (coming soon)

3. SET GOALS

- Complete our member guide orientation form to tell us what green building activities you want to bring to your campus over the next year. You must complete this form to remain in good standing with your USGBC membership.

4. KEEP IN CONTACT

VANESSA SANTOS
vsantos@usgbc.org
(202) 828-1150

FREDERICK E. HARRIS
fharris@cccco.edu
(916) 324-9508

DEE PATEL
deepatelx@me.com
(626) 379-5198

PART 2 :

STUDENT GUIDE TO LAUNCHING A USGBC STUDENT GROUP

THE TIME IS NOW

Make no mistake we are living in austere times. Unemployment levels amongst young adults are at an all-time high, student loans are impossible to pay off, global warming seems inevitable, and the list goes on and on. But bigger problems mean higher potential to effect greater change.

We need a new way of solving global problems as the time for talking has long gone. We need to implement solutions, create new ways of working together, and invest in an education vital to the growth of our economy. But first and foremost, we need to prioritize securing jobs and contributing to America's workforce, and for you this means having the right credentials for success in the real world.

As a community college student, you are in the unique position to effect the most significant changes in the shortest period of time. Unlike four-year universities, you can receive up-to-date vocational training in community colleges, directly enter the job market, and start pumping fresh blood into the economy. Philanthropist Bill Gates knows this; he's already thrown in \$110 million plus to ensure more community college students graduate. President Barack Obama has also taken notice; his administration is investing \$2 billion in the nation's 11 million community colleges students.

Now with all those people paying attention to students like you, what can you do to meet and exceed their expectations? What problems can you solve to improve your community, your country, or even the world? This is where you—the community college students—come in.

The opportunity lies in a new collaboration between two well-established nonprofit organizations. The California Board of Governors and the Chancellor's office, created to empower the state's 112 community colleges through leadership, advocacy and support, and the U. S. Green Building Council (USGBC), formed to provide environmentally-sound building standards, are challenging students to play a greater role in their communities by becoming accredited professionals in the sustainable energy industry. If you accept the challenge, you would have access to:

- * Free institutional membership for in the USGBC
- * Free online courses, educational materials to earn your LEED Green Associate credential
- * Local networking events with architects, engineers, and other industry professionals
- * Leadership and management experience

Your participation in this program would be as ambitious as it would be historic. The opportunity—to develop your ideas in the fastest growing, most affordable segment of America's higher education system and to take part in a movement that will revolutionize the way we share the Earth—is here. Reputable investors are supporting you, powerful decision-makers are watching you. It's a chance to connect your talents with real opportunity, real business leaders, real decision-makers, and the real world. It's the real deal.

The role you play is entirely up to you.

Written by:
Eugene Chang
Student &
DEEP Program Associate
El Camino College

“IT IS THE
RESPONSIBILITY OF
LEADERSHIP TO
PROVIDE
OPPORTUNITY, AND
THE RESPONSIBILITY
OF INDIVIDUALS TO
CONTRIBUTE.”

William Pollard

EXPRESS GUIDE TO LAUNCHING A USGBC STUDENTS GROUP

GETTING STARTED

Meet basic requirements for:

1. USGBC Affiliation Agreement
 - 10 student members, 1 advisor, plan for 3 USGBC-sponsored activities/events.
2. Formation of a new student organization on campus (Requirements will differ for each campus).

Create the organization's bylaws and appoint officers:

Gather and organize all criteria. Prepare to submit.

SECURING APPROVAL

Propose new organization to necessary governing bodies for approval (usually student government).

Obtain approval from student government.

Submit approved application and necessary documents to USGBC Regional Chair for review.

Obtain approval from campus administration.

Submit application to campus administration for review.

Obtain approval from USGBC.

USGBC will send you the following materials:

1. Registration code
2. Official logo
3. Guidelines
4. Tool kit

LOOKING AHEAD

Help students in other schools establish USGBC Student Chapters.

With the help of your Regional Student Chair, connect with an already established and experienced local USGBC Student Group.

Growth.

Recruit more members, establish presence on campus, and attend as many official USGBC events as possible.

MODEL ADVOCATE



El Camino College
Torrance, CA



El Camino College (ECC) is a community college located in the South Bay of Los Angeles County in Southern California. ECC is one of the largest and top-rated community colleges in California, and serves as the first community college to establish a USGBC Student Group in California. ECC is committed to educating its students about sustainability, energy efficiency and green building principles.

We understand that colleges will have different requirements for establishing new organizations or clubs. So, to provide a more in-depth example, we have displayed the steps El Camino College went through in order to establish our USGBC Students Group.

Please note that the following steps provided are specific to El Camino College and do not apply to all campuses. Contact your campus administrators to find out what your campus requires to start a USGBC Students Group today!

STEPS TO LAUNCHING A USGBC STUDENTS GROUP



GETTING STARTED

STEP 1: ACT *Getting Started*

Go to Student Development Office and find out how to start a club/organization on campus. Some schools may provide students with easy to follow instructions. At El Camino College, students can get a copy of the How to Charter a Club booklet from the Student Development Office. For a digital version, students can search on the school's website.

**A sample of EL Camino College's How to Charter a Club booklet is available in Appendice C on page 12.*

STEP 2: CONVENE *Selecting Students and Faculty Advisors*

Before the student representative (usually the club President) gets in contact with USGBC:

1. Gather 10 students who can commit to being part of USGBC Student Group
 - Students can be from any discipline who are interested in sustainability, green buildings, and gaining the LEED Green Associate credentials.
2. Find a faculty advisor who can support the Student Group

**Please note, some schools require more than one faculty advisor.*

Once 10 students and an advisor are selected, decide as a group to commit to undertake 3 or more USGBC sponsored national events/activities.

Each school should have their own requirements of petition to start a club.

The requirements from El Camino College include:

- 10 students with student I.D. ,signature, and ASB sticker
- Two advisors' names and signatures
- Information of student initiating the petition

STEP 3: CONNECT *Get in Contact with USGBC*

Once the students have formed their club on campus and have 10 students committed to launching USGBC Students Group on campus, get in contact with USGBC.

1. Go to USGBC website and click on Resources. Search for the link to K-12 and Higher Education Resources. Here, you can find helpful resources as well as the link to USGBC Students' homepage.
2. After clicking on the Contact USGBC Students link, the student will be assigned with a point of contact for ongoing support, who will be your Regional Student Chair from USGBC.
3. Your Regional Student Chair will provide you with all the paper documents needed to complete the process of starting a USGBC Students Group, including:
 - USGBC Constitution
 - Sample Bylaws
 - Affiliation Agreement
 - Petition
 - Club officers and Advisors Information Sheet

STEP 4: ASSEMBLE *Create an Executive Committee*

When it comes to creating an Executive Committee, appointees can be from the 10 students listed in the petition form or from another group of students who want to lead the Student Group.

List of Executive Committee are:

- | | |
|------------------|----------------------|
| • President | • Treasurer |
| • Vice President | • Historian |
| • Secretary | • ICC Representative |

The positions listed above can be changed to meet your needs. As long as the executive committee all agree, they may create and/or remove positions to appeal to their needs, as El Camino College did.

* All positions should be appointed as soon as possible in order to expedite the process. It will be easier for students to share workloads and have the authority to sign documents.

STEP 5: ASSESS *Create Bylaws for USGBC Students*

After reading over the sample bylaws provided by USGBC, start editing content according to the school requirements and to fit your goals.

1. The bylaws should be created by all the students in charge of the Student Group. It shouldn't be a job for only one person
2. Students should create bylaws that work for both USGBC and their campus.

**El Camino College students had to include the position of Inter Club Council (ICC) Representative as part of the Executive Committee.*

3. Although sample bylaws state the option of charging a student fee, it is not a requirement for the Student Group to charge student fees to the students.

**Students should not be turned away for lack of funds.*

4. Before turning in bylaws to the Student Development Office, have your faculty advisor check them.

Bylaws can be overwhelming or difficult for some individuals to deal with, but the key to making this process easiest is to take one step at a time. Here are a few helpful hints to make this process flow smoothly:

1. Have each member of the executive committee read over the bylaws in their own time and write notes and highlight where they think amendments are necessary. .
2. Meet as a group to determine the changes you want to make and be sure to invite your faculty advisor to attend the meeting. Discuss your opinions, then vote whether they will be passed or not.

**Having your faculty advisor present can help bring in insight from someone who has experience working with organizations, groups, clubs, administration, etc.*

3. While reviewing each others notes, go section by section to make sure everyone is on the same page, section, etc. Ensure everyone understands what is being discussed.
4. Only turn in the final bylaws to the Student Development Office and to your USGBC Regional Chair once everyone has agreed.

→ SECURING APPROVAL

STEP 6: COMMIT *Attend ICC Meetings*

The Student Development Office will review all the necessary paperwork. If they are satisfied, they will send an email to the student representative stating that the process has been successfully completed.

El Camino College requires their club's ICC Representative to attend the Inter Club Council (ICC) Meetings. If your campus does not require this, please feel free to go directly to Step 7.

** Check with your campus if there is any other meetings that you are required to attend.*

1. Once all paperwork has been approved by the Student Development Office, the student representative from ECC has to attend an ICC Meeting with the ICC Board Members and briefly explain what the USGBC Student Group is and the plan/goal for the club/organization
2. The student representative has to attend general ICC Meetings.
 - Once ICC Board Members have approved the club, they will add it to the ICC General Meeting Agenda. At the meeting, the USGBC Student Group club representative must explain to all other club representatives what the purpose of the club is. All representatives will vote whether it will be passed as a recognized club on campus or not. In order for it to be passed, a majority vote is required.
 - When everything has been taken care of and approved by the Student Development Office, the student representative must scan all paperwork that he or she has received (from both the campus and USGBC), and send it to the USGBC Regional Chair for review.
3. Once this process is completed, the student representative will receive an email of recognition as a USGBC Student Group on campus and will be added to USGBC's list of campus approved clubs.

In the email, the student representative should receive the following:

- USGBC Students Logo
- USGBC Students Tool Kit
- USGBC Students Guidelines
- USGBC Students Registration Code

→ LOOKING AHEAD

STEP 7: SHARE *Get More Involved*

Once the campus is recognized as an official USGBC Student Group, the student representative will have access to the online community at NationalField.org where he or she will be able to communicate with National, Regional Chairs, and other students all over the world.

1. When the school has been recognized as a USGBC Student Group, it is good to create a school email address for USGBC

El Camino College created one, so feel free to connect with us.

- El Camino College's USGBC Student Group Email:
usgbc.ecc@yahoo.com

2. Ask your Regional Student Chair to introduce you to local USGBC Student Group who already have experience.

**ECC communicates with CSU Fullerton's USGBC Student Group.*

3. It is important to attend as many events as possible. It will help students on campus to recognize the importance of sustainability and green buildings.

It will also help campus to be recognized by other colleges/universities.

Events happening in 2012

- Green Apple Day of Service
- Greenbuild 2012

El Camino College hosts a number of extra-curricular activities for students. These activities and events allow for clubs to gain more members and network with other clubs and organizations on campus. These events are hosted by the Inter-Club Council. A couple of events include:

- Club Rush : A week-long event which allows for clubs to recruit more members on campus. Dozens of clubs gather under their individual booths along the library lawn
- Warrior Games : A one day event where all clubs meet to compete in a number of fun games. Club members get to socialize with members of other groups and build connections and networks in a fun, yet competitive way.

“ LEADERSHIP
REQUIRES THE
COURAGE TO MAKE
DECISIONS THAT
WILL BENEFIT THE
NEXT GENERATION ”

Alan Autry

APPENDICES

APPENDIX A : Sample Copy of Affiliation Agreement Between USGBC and the USGBC Students Group

AFFILIATION AGREEMENT BETWEEN THE U.S. GREEN BUILDING COUNCIL AND

THE USGBC STUDENT GROUP - [NAME OF COLLEGE/UNIVERSITY]

The Student Group at [Name of College/University] (“Student Group”) hereby petitions for recognition from the U.S. Green Building Council (USGBC) as an affiliated Student Group and hereby agrees to comply with the provisions prescribed by USGBC for such affiliation.

The Student Group and USGBC, upon the exchange of good and valuable consideration, the sufficiency of which is hereby acknowledged, enter into this Affiliation Agreement and agree to be bound by its terms and conditions.

The Student Group agrees:

1. To abide by the constitution and bylaws of the Student Group as approved by USGBC national staff;
2. To contribute to the achievement of the objectives set by USGBC;
3. To refrain from holding out the Student Group as acting on behalf of USGBC;
4. To maintain at least ten student members at all times;
5. To utilize *only* those names and logos of USGBC as specifically granted to the Student Group, and to refrain from any use of any other USGBC trade names or logos;
6. To cooperate and comply with policies and procedures applicable to USGBC Student Groups as may be reasonably adopted from time to time by USGBC;
7. To maintain its standing as a recognized student group by [Name of College/University]; and
8. To commit to and to undertake three (3) or more of the following USGBC-sponsored national events/activities within the school year:

Campus Conservation Nationals competition
Sustainability Challenge industry competition
Don't Be Trashy freshman move-in recycling drive
Earn media for an event you host on campus
Attain a 10% rate of students sitting for the LEED GA exam
Help a neighboring college or university establish its own USGBC student group

USGBC agrees:

1. To offer certain support and promotional materials upon request by the Student Group; and
2. To provide general information, resources and assistance to the Student Group.

USGBC hereby grants permission to Student Group a royalty-free, nonexclusive, revocable license to use the phrase “USGBC Student Group, [Name of College/University]” and “USGBC Student Group – [Name of College/University]” and to use the USGBC Student Group logo provided.

The Student Group and [Name of College/University] agree that USGBC may terminate this Affiliation Agreement and revoke the license granted to utilize the name “USGBC” (and any related logo) in connection with the Student Group at any time if the Student Group fails to meet its obligations herein.

The term of this Affiliation Agreement is for one year, beginning this _____ date of _____, 20____.
This Affiliation Agreement may be renewed upon completion of a renewal agreement provided by
USGBC.

GROUP FACULTY ADVISOR

Name _____

Signature _____

Email _____

GROUP PRESIDENT

Name _____

Signature _____

Email _____

Names, signatures, and emails of Student Group Members (Must Be No Less than Ten)

	Name	Signature	Email
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

APPENDIX B : Sample of El Camino College's USGBC Bylaws

CONSTITUTION & BYLAWS OF THE

USGBC STUDENT GROUP AT EL CAMINO COLLEGE

ARTICLE I. PURPOSE

SECTION 1. The purpose of the U.S. Green Building Council ("USGBC") Student Group of **El Camino College** shall be:

- a. To develop better public understanding and appreciation of the challenges and solutions posed by improved sustainable building practices and the sustainable operation of existing buildings within the boundaries of El Camino campus and the surrounding community.
- b. To promote understanding, adoption and use of environmentally sustainable design, construction, and building operation practices across the **El Camino College** and surrounding community.
- c. To foster scientific study and research in the field of environmentally sustainable building and operation and maintenance of buildings with a view to reducing the operating costs and improving the environment.
- d. To develop and disseminate knowledge about sustainable building practices in a format that is easily comprehensible by the entire campus community.
- e. To conduct peer-to-peer workshops to help students better understand the methods and design of sustainable buildings.
- f. To cultivate leadership skills among USGBC Students group members that will prepare them to champion sustainability on campus, in their community.
- g. To assist students of **El Camino College** and interested members of the surrounding community to train to take the LEED Green Associate exam.
- h. To provide opportunities to members for personal and professional development to pursue careers in the emerging new green economy.
- i. To conduct case studies in conjunction with faculty to measure the benefits of LEED certified buildings.
- j. To develop an understanding of the link between the built environment and global climate change.

ARTICLE II. MEMBERSHIP

SECTION 1. Membership shall be open to all students enrolled in El Camino College, regardless of their declared major or primary area of study, so long as they are interested in environmentally sustainable design, construction and building operation. There shall be no discrimination on account of race, religion, political views, nationality, ability, sex, or gender, cancer-related or genetic-relates medical condition, disability, citizen status, military service status, veteran status and other protected by law.

ARTICLE III. EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall be the Faculty/Staff advisor, President, Vice President, Secretary-Treasurer, and ICC Representative as well as any other officers deemed necessary by the Student Group.

SECTION 2. The Executive Committee and officers shall be selected by Faculty advisor for the Spring 2012 semester. The Faculty/Staff advisor shall be selected by the USGBC members in accordance with **El Camino College** policy.

SECTION 3. Any board member or other elected officer who fails to fulfill the terms of office or to serve in an agreed-upon official capacity will be removed. Such action shall be effective only upon a majority vote of the Executive Committee taken at an official meeting called for such purpose.

ARTICLE IV. DUTIES OF THE EXECUTIVE COMMITTEE

SECTION 1. All members of the Executive Committee, regardless of their position, will share equal power. All duties of each Board Member and officers shall be assigned by a majority vote of the Executive Committee/

SECTION 2. The president's duties shall be to preside at all meetings, to be the chairperson of the Executive Committee, and to maintain correspondence between the USGBC national staff.

SECTION 3. The vice president shall perform the duties of the president in the president's absence. In the event of vacancy of the presidency, the executive vice president shall succeed to the presidency. The Vice president's duties shall be to maintain correspondence between appropriate parties and to maintain a membership list of all members of the Student Group.

SECTION 4. The secretary-treasurer shall collect all Student Group funds and deposit them in an account on behalf of the Student Group and in accordance with Student Activities policy. He/she will be responsible for making all necessary expenditures when authorized by the president and Faculty/Staff advisor, keeping financial records, and submitting a written financial report to the Student Group at the last regular meeting of each semester. He/she will maintain minutes of all meetings of the board and of the membership.

ARTICLE V. FACULTY/STAFF/STAFF ADVISOR

SECTION 1. The founding members of the USGBC Student Group at **El Camino College** shall appoint a Faculty/Staff advisor who will be the personal representative of the administration. The Faculty/Staff advisor may but is not required to be affiliated with a Chapter or National Member of USGBC.

SECTION 2. The advisor will serve for at least one full school year, may, but not required to attend the meetings of the Student Group, and shall aid and advise the group on matters under consideration.

SECTION 3. The Faculty/Staff advisor shall be responsible for the continuity of records and other property of the Student Group, including keeping contact with USGBC national staff and providing current membership lists.

SECTION 4. Additional Faculty/Staff members may be asked to join the appointed Faculty/Staff advisor whenever the tasks involved make it necessary to have additional Faculty/Staff representation. (However, only one member of the Faculty/Staff may vote as a board member as indicated in Section 1, that person being the designated Faculty/Staff advisor.)

SECTION 5. The Faculty/Staff advisor shall be the official contact with the U.S. Green Building Council.

ARTICLE VI. COMMITTEES

SECTION 1. There shall be the following standing committees: the Executive Committee and the Program Committee.

SECTION 2. The Executive Committee, which consists of all the elected officers and the advisor of the Student Group, shall decide on the policies of the group, as well as aid and advise the president of his/her duties

SECTION 3. The Program Committee, under the supervision of the programs chair shall arrange programs for the Student Group and perform such other related duties as the president shall delegate.

SECTION 4. The Executive Committee shall appoint any other committees as deemed necessary.

ARTICLE VII. RECORDS

SECTION 1. The records of the Student Group shall consist of a minutes book, membership records, and financial records, as well as any other such records as the Student Group deems necessary and as required by Student Activities policy.

ARTICLE VIII. BYLAWS AND AMENDMENT

SECTION 1. The constitution and bylaws shall constitute the operating basis of the Student Group.

SECTION 2. The constitution and bylaws may be amended by a majority vote of the members present, with proper notification having first been given to the entire membership; provided, however, that USGBC must approve any provision which modifies the fundamental nature of the group or the relationship of the Student Group with USGBC.

SECTION 3. The Student Group will be responsible for renewing its affiliation with USGBC each year. Upon notification by USGBC, the Student Group will submit the following to renew its affiliation and to permit the Student Group to identify itself as a "USGBC Student Group":

- * 10 student member minimum, listed with name and email
- * Student Group Officer Report Form
- * Student Group Annual Plan
- * Annual Report for the previous year
- * Current Student Group Constitution & Bylaws
- * Other items as required by USGBC

SECTION 4. The dues of the Student Group shall be \$10 per year, paid to the Secretary-Treasurer of the Student Group.

SECTION 5. A copy of the constitution and bylaws of the Student Group shall be provided for each member of the Executive Committee. The constitution and bylaws will be reviewed biannually to ensure that it is in keeping with the needs and activities of the Student Group.

SECTION 6. The number, location and times of meetings shall be determined by the Executive Committee. Notice of all such meetings shall be posted or sent in writing to all members not less than five days in advance of the date set for the meeting.

*****Please note, this is just a sample of the revised El Camino College USGBC Students' Bylaws. Not all parts of the bylaws have been included, and have been reduced simply to show a basic example.***

APPENDIX C : Sample Copy of El Camino College's
"How to Charter a Club" Package



HOW TO CHARTER A CLUB

1. What is a club?
2. Procedures for chartering a new club
3. Reestablishing an existing club
4. Sample format for developing a club constitution

Also attached:

- Petition to Become an ECC Club
- ASB Sticker Information

1. What is a Club?

Clubs may be formed to develop awareness of culture, expand students' interests, create a social outlet, and/or provide service to the campus and community. Free association and the right to organize are the key ingredients to productive campus clubs.

El Camino College has sanctioned student organizations to function on campus through the guidelines developed in Board Policy 5132. The Inter-Club Council (I.C.C.) is the body that has been authorized to charter new clubs as well as revoke the charters of existing clubs. A student organization will be recognized if they meet the following requirements:

1. Are composed of ten or more registered ECC students.
2. Have a faculty adviser who shall attend all club meetings, activities and trips scheduled on-campus or off-campus.
3. Hold all meetings at the College during the regular school day.
4. Use a democratic plan for the selection of members without regard for race, religion, sex, or national origin.
5. Have been duly chartered by the Inter-Club Council.
6. Have a current written constitution on file in the Student Development Office.

The advantages of becoming a sanctioned campus club are that the organization may:

- Use the name of the College as part of the organization's name
- Schedule campus facilities
- Recruit students on campus
- Advertise meetings and events at campus posting locations
- Take advantage of campus services
- Request funding from campus entities such as the Inter-Club Council

Active Clubs

An active club is defined in the I.C.C. Constitution as a club that has had one or more volunteers participating in twenty percent of all I.C.C. activities, functions, and committees of the previous semester.

Each club is required to:

- File a "Club Officers and Advisers Information Sheet" each semester
- Have a representative attend at least two I.C.C. meetings per semester.
- Abide by federal, state and local laws including the California Education Code, ECC Board Policies and the ECC Inter-Club Council Constitution.

2. Procedures for Chartering a New Club

1. Complete a form entitled "Petition to Become an ECC Club" (included in this packet) and obtain the signatures of 10 currently enrolled students interested in being in your proposed club. These 10 students must have paid the \$10 Photo ID fee for a current ASB VALID sticker on their Student ID card.
2. On the same form, obtain the signature of at least one ECC faculty member who agrees to serve as the adviser for your club. A club may have more than one adviser.
3. Submit a copy of a typewritten constitution that reflects a democratic plan for selection of members without regard for race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status. (Recommended format is included in this packet)
4. File all completed forms with the I.C.C. Adviser in the Student Development Office. A copy will be distributed to the I.C.C. Review Board Commissioner.
5. The I.C.C. Review Board will meet to discuss your proposal to become a club. Prepare to have a club representative attend this meeting.
6. After recommendation by the I.C.C. Review Board the proposed club will be placed on the agenda of the next Inter-Club Council meeting for chartering. Prepare to have a representative attend this meeting and subsequent I.C.C. meetings.
7. After approval of the club by the Inter-Club Council, a "Club Officers and Advisers Information Sheet" must be filed with the I.C.C. Adviser.

Please note: the Inter-Club Council may have funds available for new clubs. Obtain an I.C.C. Budget Request packet for details and contact the I.C.C. Finance Commissioner for more information.

3. Reestablishing an Existing Campus Club

A club may be reestablished if:

- The club's charter is in good standing and has not been revoked by the Inter-Club Council
- The club's purpose has not changed
- The club is composed of ten or more registered ECC students.
- The club has at least one ECC faculty adviser (it is advisable to contact the past adviser, but not mandatory that the adviser be the same person)
- The club members adhere to the club's existing constitution
- Any revisions to the club's constitution must be done in accordance with provisions in the club's existing constitution.
- A current copy of the club's constitution is filed in the Student Development Office.

Procedure for reestablishing an existing club

Those students wishing to reestablish the club should complete and file an "Officers and Advisers Information Sheet" with the I.C.C. Adviser in the Student Development Office.

4. Suggestions for Developing a Club Constitution

- The club constitution must reflect a democratic plan for the club's decision-making process
- The constitution should contain all the Articles in the recommended outline format. In addition, each club may include Articles and Sections as needed (i.e. Executive Board or Committees).
- The club constitution must be typed (suggest keeping a copy on disk for ease in making changes)

Recommended Format for a Club Constitution

Date approved: _____ (example of page format to be included on each page) Page 1 of 2

CONSTITUTION OF THE _____ CLUB

ARTICLE I

NAME OF THE ORGANIZATION

Section 1. The name of the organization shall be _____.

ARTICLE II

PURPOSE OF THE ORGANIZATION

Section 1. The purpose of the organization is _____ (general statement of the purpose and the scope of the organization.)

ARTICLE III

MEMBERSHIP

Section 1. Voting membership (Notes: Any ECC student should be allowed to be a member of the club, however the club may determine any or none the following: how many meetings members have to attend, or if dues are mandatory for membership or what criteria a member has to have. Also, keep in mind the college's anti-discrimination policy. For example, club membership cannot be restricted based on race, color, ancestry, religious creed, sex, national origin, marital status, sexual orientation, physical disability, mental disability, medical condition or age.)

Section 2. Faculty Adviser (this section is optional, however El Camino College requires that each club has at least one faculty adviser who must be in attendance at all meetings and activities of the club. The faculty adviser is not a voting member of the club, however a faculty adviser's approval signature is required on club documents including the minutes, financial forms and other ECC forms.)

Section 3. Honorary Membership (this section is optional - Only ECC students may be voting members of a club. If a club wishes to include non-ECC students (i.e. alumni, staff, or faculty) they should draft a section about "honorary membership".

Section 4. Dues (this section is optional – the amount can be stated or it can be set by the Executive Cabinet & ratified by the membership)

ARTICLE IV

OFFICERS OF THE ORGANIZATION

Section 1. The elected officers of this organization shall be: _____ (list officers' titles - for example: President, Vice President, Treasurer, Secretary, Inter-Club Council Representative, etc.)

Section 2. Duties of the elected officers (list each officer's duties - following format can be used)

A. It shall be the duty of the President to _____

B. It shall be the duty of the Vice President to _____
etc.

Section 3. The term of office shall be _____ (example: for one year)

Section 4. Elections *(this section is optional - may include when the elections should take place and qualifications that a member must have to run for office)*

Section 5. Vacancies *(this section is optional - if there is a vacancy will the position be filled by appointment or election?)*

ARTICLE V
MEETINGS

Section 1. Frequency of meetings *(example: the club shall meet every week – do not include specific days, times or rooms)*

Section 2. Special Meetings *(procedure - who calls a special meetings, how much notification is needed, etc.)*

ARTICLE VI
QUORUM

Section 1. Quorum *(State specifically the minimum or number of the members which must be present at a meeting in order to transact business legally – Suggestion: "at least 6 members or one over half of the membership of the club whichever is larger". Note: keep in mind that a small percentage of members should not be making decisions for the whole club)*

ARTICLE VII
AMENDMENTS

Section 1. This constitution may be amended by a two-thirds vote of the membership at which a quorum is present.

Section 2. Notification must be given to the members regarding a proposed amendment to the constitution at least one meeting prior to the actual vote. *(This section is optional – but recommended)*

Section 3. A copy of the club's constitution must be filed in the Student Development Office along with a copy of the minutes of the club meeting at which the approval of amendments occurred. *(This section is optional although the college requires that this be done.)*

ARTICLE VIII
RATIFICATION

Section 1. This constitution shall become effective upon approval of the El Camino College Inter-Club Council, Inter-Club Council Adviser, and Student Development Director.

CLUB REPRESENTATIVE 'S SIGNATURE: _____

CLUB FACULTY ADVISER'S SIGNATURE: _____

DATE OF INTER-CLUB COUNCIL APPROVAL: _____

APPROVAL SIGNATURES: _____
E.C.C. Inter-Club Council Adviser E.C.C. Student Development Director

Need Assistance?

Please contact one of the following persons if you need help in developing a club constitution or have questions regarding the club chartering process:

- I.C.C. Review Board Commissioner - mailbox and office in the Activities Center
- I.C.C. President - mailbox and office in the Activities Center
- I.C.C. Adviser - office in the Activities Center (Student Development)- phone: (310) 660-3506

El Camino College Inter-Club Council
PETITION TO BECOME AN E.C.C. CLUB

NAME OF CLUB: _____

PURPOSE OF CLUB: _____

NAMES & SIGNATURES OF 10 PROPOSED CHARTER MEMBERS WHO HAVE PAID \$10 FOR A CURRENT ASB VALID STICKER ON THEIR ECC I.D. CARD		ECC STUDENT I.D. #	OFFICE VERIFICATION OF STUDENT AND \$10 ASB VALID STICKER
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____

Use the form on the back of this page to submit the names of additional proposed charter members if needed.

NAME OF STUDENT INITIATING THIS PETITION: _____ PHONE: _____

E-MAIL ADDRESS: _____

CLUB FACULTY ADVISER'S NAME: _____ SIGNATURE* _____

CLUB FACULTY ADVISER'S NAME: _____ SIGNATURE* _____

*Your signature indicates you will attend all club meetings and accept all the responsibilities of a club faculty adviser.
 Contact the I.C.C. Adviser in the Student Development Office to obtain more information.

THIS SECTION FOR OFFICE USE ONLY

Date Received: _____ Copy to ICC Review Board Chair: _____ ICC President _____ ICC Adviser _____

SDO VERIFICATION – 10 student charter members who have paid \$10 for an ASB VALID STICKER: _____

CLUB CONSTITUTION RECOMMENDED BY REVIEW BOARD: _____

CLUB CHARTER APPROVED BY I.C.C. ON: _____

VERIFIED BY ICC PRESIDENT: _____ ICC ADVISER: _____

El Camino College Inter-Club Council
PETITION TO BECOME AN E.C.C. CLUB

NAME OF CLUB: _____
PURPOSE OF CLUB: _____

Completion of this page is optional – these additional names of proposed charter members will be reviewed only if one or more of the 10 proposed charter members are not eligible.

NAMES & SIGNATURES OF PROPOSED CHARTER MEMBERS WHO HAVE PAID \$10 FOR A CURRENT ASB VALID STICKER ON THEIR ECC I.D. CARD		ECC STUDENT I.D. #	OFFICE VERIFICATION OF STUDENT AND \$10 ASB VALID STICKER
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____
	PRINT NAME: _____ signature: _____		(Office Use only) Units verified _____ ASB verified _____

El Camino College Student Development Office
ASB Sticker Information

Here is a partial list of students who need a valid ECC student photo I.D. card to participate in student activities:

- All ASO Senate members
- All ASO Division Council members
- All Justices on the Student Court
- All Inter-Club Council officers
- All Inter-Club Council club representatives
- 10 students who sign a new club's "Petition to Become An ECC Club"

What does a valid student photo I.D. card look like?



How much does the ASB/Photo I.D. sticker cost? \$10 each semester

How does a student get his/her card validated each semester?

- Pay for the \$10 ASB/Photo I.D. sticker fee at the time of registration
- OR pay for the \$10 ASB/Photo I.D. sticker fee at the Cashiers window in the Administration building.
- The photo I.D. cards are issued at the Activities Center information counter and if the student shows proof of the \$10 payment a sticker designating "ASB Valid" will be placed on the card.

How does the Student Development Office verify the payment of the \$10 ASB fee?

- By checking the student's records on the computer using the student's name, and Student ID number #
- OR by the student showing his/her valid I.D. card, copy of valid I.D. card or receipt to one of the staff members in the Student Development Office



444 S. Flower Street, Suite 525
Los Angeles, CA 90071

www.usgbc-la.org

PLATINUM SUSTAINING SPONSORS
Bentley Prince Street

Shangri-LA Construction

'12-'13 BOARD OF DIRECTORS

OFFICERS

CHAIR

Brenden McEneaney City of Santa Monica

VICE-CHAIR

Amelia Doyle
Cunningham Group Architecture, P.A.

SECRETARY

Jennifer Berthelot-Jelovic
A SustainAble Production, LLC (ASAP)

TREASURER

Marc Costa
The Energy Coalition

DIRECTORS AT-LARGE

Edward Belden
Scalegreen: Sustainability Consultants

Randy Britt Parsons

Russell Fortmeyer ARUP

Daniele Horton
Thomas Properties Group

Dimitris Klapsis STUDIO dnk

Ted Senet
Gibbs, Giden, Locher, Turner & Senet LLP

Dennis Thurman Transwestern

Ying Wang
Okapi Architecture Inc.

EXECUTIVE DIRECTOR

Jorge Partida

To: CCC Chancellor's Office

From: Center for Green Schools

USGBC Students, Regions 1 & 2

CC: Dee Patel

Date: August 10, 2012

Subject: Community Green

With great excitement, Community Green launches with support from the USGBC Students program, a complimentary effort housed within The Center for Green Schools at USGBC. As National Chairs of USGBC Students, we would like to provide access to resources, knowledge, education, recognition and opportunities that are currently enjoyed by USGBC Student groups throughout California and the Nation.

We would like to make ourselves and our Regional Chairs throughout the state available to collaboratively support your campuses and communities as students embark on educational and professional careers – which undoubtedly require a competitive advantage through relations with industry organizations. Our network includes national support from USGBC Headquarters in Washington D.C., as well as the eight USGBC Chapters in California. Chapters additionally have active Emerging Professional groups which act as the conduit between students and various chapter committees ranging from commercial real estate and finance, advocacy, and various design and building facets.

Specifically we will facilitate, advocate and support the following

1. Develop your new USGBC's Student Group at your community College
2. Conduct orientation & recruitment presentations for USGBC Student Groups
3. Provide Programming and Ongoing Support to Existing Student Groups
4. Supporting Faculty & Staff for Campus Sustainability Events
5. Assisting Student Groups in Growing Sustainability in their Community
6. Serving as a Liaison between Student Groups and the National USGBC
7. Networking between various Sustainability Groups & Professionals
8. Bring awareness to the USGBC's Center for Green School's mission

We have the capacity to assist your campuses on these efforts and invite you to contact us to be connected with both your Regional Chairs for USGBC Students as well as your local Chapter.

Sincerely,

Marc Costa
USGBC Students, National Chair
USGBC – Los Angeles, Board of Directors

Michelle Perez
USGBC Students, National Chair

A BETTER TOMORROW, FOR ALL...

"Its not the critic who counts, not the man who points out how the strong man stumbles ... the credit belongs to the man in the arena, whose face is too marred by dust and sweat and blood; who strives valiantly; who at his worst, if he fails, at least fails while daring greatly, so his place shall never be with those cold and timid souls who neither know victory nor defeat."

President: Theodore "Teddy" Roosevelt



centerforgreenschools.org/usgbcestudents