



The CCH Alumni Association Membership Policies

*Compliments of your Career Services and Alumni
Relations Office*



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COLUMBIA COLLEGE HOLLYWOOD ALUMNI ASSOCIATION

Helping CCH alumni put their degrees to work in the film and television industry.

Look back. Come back. Give Back.

From CCH Alumni Relations Associate Director, Kate McArdle

For over fifty years, Columbia College Hollywood has graduated film and television artists with the technical proficiency to make immediate and significant contributions to the entertainment industry. Upon graduation, you become part of that legacy and tradition. CCH's Alumni Affairs Office is here to offer you support. These are just a few of the ways we can help you beyond graduation in furthering your entertainment career.

JOIN YOUR ALUMNI ASSOCIATION

It is FREE to join the CCH Alumni Association. To begin enjoying the benefits of membership please [Join the Alumni Association](#) or complete an [Alumni Update Form](#) on the [CCH website](#). We don't share your information. Eligible alumni include graduates of CCH in good standing or former students in good standing who have completed a minimum of 96 units at CCH. Only graduated CCH alumni are permitted to audit classes.

RESUME, COVER LETTER & REEL

The CCH Career Development & Alumni Relations Office offers resume and cover letter review and polish. If you don't already have these all-important job-seeking tools, we can build one together to get your training, experience, and drive noticed. If you already have a resume and cover letter, we can help you tailor it specifically for the position for which you wish to apply. Alumni Affairs also offers tips on how to build a directing, DP, or editing reel that really pops. We can also steer you toward an array of industry job resources, and we offer direct job referrals to other alumni.

THE CCH UNIVERSE CHAT GROUP

CCH now has a message board on Yahoo! Groups. Designed with networking in mind, this group offers current students and alumni an outlet for crew calls, casting needs, film resource sharing, job alerts, and free film screening announcements from the Alumni Relations office. The goal is to encourage students and alumni to take advantage of one of their most valuable industry resources – each other! You can access the CCH Universe at: <http://groups.yahoo.com/group/cchuniverse/>

CCH NEWSLETTER

The CCH Newsletter includes CCH news and industry events, a calendar of industry programs and festival deadlines, plus FREE access to top industry online resources such as the *UTA Job List*, *Mercury Production Reports*, free film screenings and much more. Most of the resources offered in the eBlast are either free or the site fees are paid for you courtesy of CCH. The CCH Newsletter is an invaluable tool for new and seasoned filmmakers alike. Take advantage!

CCH FACEBOOK PAGE

The CCH Facebook page includes the most recent job & internship postings in the entertainment industry, upcoming school events & workshops, festival, & grant deadlines, and more... It is also a valuable resource to post crew calls, meet current film students, blast personal project information and successes, and more...Join the CCH Facebook page (CCH Jobs) at:

<http://www.facebook.com/profile.php?id=100003357850982>

CCH ALUMNI AUDITING POLICIES AND PROCEDURES

Columbia College Hollywood is pleased to offer alumni the opportunity to audit regular CCH classes listed in the current CCH catalogue, under the following provisions:

- ❖ The alumnus/alumna currently holds a degree from Columbia College Hollywood.
- ❖ The alumnus/alumna is in good financial standing with the College.
- ❖ The desired class has met minimum enrollment to prevent it from being cancelled.
- ❖ The desired class is not at wait list or full capacity the week before classes begin.
- ❖ No more than two alumni may sign up for the same class in any given quarter.

Specially advertised classes, workshops or seminars involving outside instructors or vendors are exempt from the auditing policy. Inquire about discounts at alumni@columbiacollege.edu.

Please note the following:

- * No tuition is required to audit, but alumni must pay the \$75.00 insurance fee prior to the first day of class.
- * College course credit is not available for audited classes, **except** for the two credit Entertainment Industry Internship course IN499B.
- * In classes where equipment is used, matriculated students have right of first use, followed by auditing students as time allows.

To check quarterly courses go to [Schedule of Classes](#)

To sign up to audit a CCH class, contact the Registrar at cchaney@columbiacollege.edu

. RrRegistrar: registrar@columbiacollege.edu or (818) 401-1031.

CCH THEATER FACILITY RESERVATION FOR ALUMNI POLICIES AND PROCEDURES

In the interest of assisting CCH alumni in networking and exhibiting their work to the entertainment industry, Columbia College Hollywood is pleased to offer use of the College's theater and reception facilities under the following provisions:

1. Alumni in good standing may reserve the theater and/or downstairs reception area starting from 6 pm and concluding no later than 9 pm, when these areas are not already booked, for a fee of \$150 and a \$50 fee for every overtime hour thereafter until a CCH facility liaison signs off on the event paperwork to conclude it.
2. Alumni wishing to book space on campus must provide proof of liability insurance (minimum \$1 million) that lists Columbia College Hollywood as the "loss payee." You may use your own production/business insurance or you can take advantage of the production/event coverage offered by EventHelper.com
3. Alumni pay a refundable \$200.00 deposit for cleaning or overtime facility use, if any.
4. An alumni event is not deemed concluded until all crew/guests have departed and cleanup is complete.
5. No alcohol may be brought, consumed, served or sold on campus at any time.
6. All food and beverages are restricted to the designated reception area.
7. No dangerous materials or weapons, even as display or props, are allowed on campus.
8. Alumni are solely responsible for providing necessary materials, food and serving utensils for their event, serving guests, and for cleaning up after the event.
9. Columbia College Hollywood and its staff are not responsible for any theft, loss, event cancellation, or equipment failure that may occur during alumni events.
10. In the event of a cancellation, alumni must contact alumni@columbiacollege.edu at least 24 hours in advance to either reschedule or receive back fees/deposits.
11. Matriculated students and classes have first priority regarding CCH facility scheduling.

To download the complete CCH Facility/Screening Reservation application, go to:

[http://www.columbiacollege.edu/pdf/CCH E-Blast Links/cch_facility_screening_for_alumni.pdf](http://www.columbiacollege.edu/pdf/CCH_E-Blast_Links/cch_facility_screening_for_alumni.pdf)

CCH LOCATION SHOOTING FOR ALUMNI POLICIES AND PROCEDURES

In the interest of assisting CCH alumni in their productions, Columbia College Hollywood is pleased to offer CCH Alumni use of the CCH campus, subject to facility availability and under the following provisions:

1. Alumni in good standing with the College can reserve the same areas that are allowed to students for the purpose of location shooting during normal campus hours of operation, when these areas are not already booked. Matriculated students and classes have first priority regarding CCH facility scheduling and use.
2. Alumni must adhere to the *CCH Shooting Permit* and *Production Rules* at all times during production. Find it at [CCH Facility Permit](#).
3. Shooting outside of the facility's regular operating hours is not permitted. Productions that run into overtime may result in your deposit being retained.
5. Alumni events are not deemed concluded until cast/crew have departed and clean up is complete.
6. No alcohol may be brought, consumed, served or sold on campus at any time.
7. All food and beverages are restricted to the designated reception area.
8. No dangerous materials or weapons, even as displays or props, are allowed on campus at any time.
9. Alumni are solely responsible for providing all necessary materials, food and serving utensils for their shoot, serving cast and crew during the shoot, and for cleaning up after the shoot.
10. Columbia College Hollywood and its staff are not responsible for any theft, loss, location cancellation, or facility equipment failure that may occur during alumni shoots.
11. Alumni agree to indemnify Columbia College Hollywood and CCH staff against all accidents/injury.
12. Alumni must provide proof of liability insurance (minimum \$1 million) listing Columbia College Hollywood as the "loss payee." You may use your own production/business insurance or access CCH's Tenant Users Liability Insurance Program (TULIP) at <https://www.ebi-ins.com/tulip/>. The average premium for TULIP is in the \$100-130 per day range. For those without internet access, call **1-800-507-8414**.



Look back... Come back... Give back.

CCH Helping CCH

Alumni support is essential to CCH's continuing growth. Your *alma mater* stays on your resume until retirement; help make your resume shine brighter by contributing to Columbia College Hollywood's continued success.

As a CCH alum, several options exist for you to show your support. Please contact **(818) 401-1034** or alumni@columbiacollege.edu to:

- ❖ Update your current email and contact information.
- ❖ Provide the college with updates about your career in the entertainment industry.
- ❖ Increase CCH's dailies library by sending us your unedited dailies, which we will return to you.
- ❖ Donate posters of your professional projects for CCH to frame and display with pride. (Don't forget to include your credit on the project!)
- ❖ Mentor CCH students, and use them for internships at your company.
- ❖ Hire or refer CCH grads to work for your company or on your shoots.
- ❖ Speak at a CCH Open House or college fair.
- ❖ Donate equipment in good working order, props, DVDs, books, costumes (Tax deductible).
- ❖ Make a tax-deductible financial donation to CCH through your Alumni Association.

Please send all donations and dailies to:

Columbia College Hollywood
18618 Oxnard Street
Tarzana, California 91356-1411
Attn: Career Development and Alumni Relations
(Make all checks payable to *Columbia College Hollywood*)

We will send you a letter of thanks in return that includes our non-profit status as proof of your donation. Please include the following information with your kind donation:

Name: _____	Donation Type (check all that apply):
CCH Class of: _____	___ Financial (Amount: \$_____)
Address: _____	___ Dailies (Project name: _____)
Phone: _____	___ Poster (Film title: _____)
Email: _____	___ Equipment (Type: _____)
	___ Books & DVDs (List titles)
	___ Props/Costumes (List)
	___ Other (Specify: _____)