

**Student
Activities Office**

Student Club Success Guide

2016-2017

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LETTER FROM STUDENT ACTIVITIES

Greetings, Falcons—

Welcome to the 2016-2017 academic year! Each year presents a variety of new opportunities for students to get involved at East Central College. Using the information in these documents as a guide, I sincerely hope that all of our student leaders are able to take advantage of the diverse opportunities available on campus, as well as create new opportunities to suit their needs and interests.

The Student Activities Office is eager to help each club continue to grow and develop. The Student Activities Office is dedicated to creating an atmosphere where all students can be active participants on our campus and immerse themselves in a positive academic and social environment.

East Central College encourages students to succeed and pursue their passions. Students are always welcome to come to the Student Activities Office to talk about starting their own organization. Whether you are interested in starting a club for cooking, environmental issues, fencing, or any number of other hobbies and activities—or creating an event to cater to specific interests--please come talk to me about bringing your ideas to life.

The Student Club Success Guide will act as a resource for new and returning clubs. This guide contains information on the various process required to be recognized and to receive club money from the Student Government Association here at East Central College. Planning events, organizing fundraisers, and club renewal are just a few examples of the information you will find in this guide. Please take some time to go through this guide with your club and if any questions arise, feel free to contact me in the Student Activities Office.

Thank you so much for your hard work and dedication to making a positive impact on our campus!

Sincerely,

Courtney Henrichsen
 Student Activities Coordinator
 East Central College-Main Campus DSSC 104
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 courtney.henrichsen@eastcentral.edu

TIPS FOR NEW CLUBS

Approved ECC clubs receive many college benefits, including:

- Use of campus bulletin boards for club advertisements and event promotion
- Use of campus facilities for meetings and events
- Advertisement on “ECC Student Government” and “ECC Student Activities” Facebook pages
- Opportunities to host fundraising events
- Opportunities to recruit new members by participating in campus events and club fairs
- Loan of various equipment and supplies from Student Government and Student Activities
- Club seed money and advisor stipend (distributed at the end of each semester)
- Club guidance from Student Government and Student Activities
- Free print service

If you are interested in starting a club, think about your hobbies, values, and personal interests. More than likely, other students will share your interest and passion. Organizing a club to engage in your favorite hobby or express values that are important to you can be a powerful leadership development experience and an excellent resume entry.

Before you begin to plan your club, check our list of current clubs and organizations to see if one already exists. You can find this list on East Central’s Website under the Current Students tab, and then using the Clubs and Organizations navigation button on the left-hand side of the screen. If a similar club or organization does not currently exist, talk to your peers on campus to test out the interest of your idea. Should you find other students would like to join your efforts, start planning together. Please be sure to follow all of the procedures and guidelines listed in this guidebook.

Officer Duties

Clubs are required to have and maintain at least five active members. Of the five, two members must be assigned the duties of President and Secretary. The same person cannot assume both duties. Clubs must also send a representative to each Student Government Association Club Council meeting, which occurs on the first Friday of each month at 2:30PM in Hansen Hall 286. The Club Council representative can be a regular member or a club officer.

- **PRESIDENT:** This student is the main point of contact for the club/organization. The president will be responsible for completing all the required application/request forms. The president also sets the agenda and leads the discussion at club meetings.
- **SECRETARY:** The secretary will be responsible for keeping minutes at all club meetings. Minutes will be requested at the end of each semester in order to receive seed money.

- **CLUB REPRESENTATIVE:** This person will attend the Student Government Association Club Council meetings the first Friday of each month at 2:30PM in Hansen Hall 286. Club representatives should have a brief club report prepared for each meeting and be prepared to relay information from Student Government back to their club. The Club Council representative is designated at the beginning of each semester to the SGA officers and, under normal circumstances, serve as the representative through the semester. The designated Club Council representative will be the voting member on the Club Council should matters requiring a vote arise. However, it is preferred that you send another member to the meeting if the regular club representative is not able to attend.

Advisor

Each club must have an advisor who is full time faculty or staff of the college. If you are unsure of who to ask, please contact the Student Activities Coordinator for suggestions. Advisors are meant to help guide the club to promote their mission and hold members accountable for their duties. An advisor must be present during club activities if held off-campus or after hours.

Paperwork and Presentation

Clubs must complete the New Club Application and turn it in to the Student Activities Coordinator. When your paperwork is turned in, the SGA President will give your club a spot on the agenda for the next Student Senate meeting where your club will make a brief presentation (about two minutes) covering the mission and possible activities of the club. The Student Senate will give the final approval/denial with a vote.

Recruiting Members

Once your club is approved, it is time to focus on recruiting more members. The easiest way to recruit is to appeal to a specific group of people who have similar interests, rather than broad appeals to the campus population. During your first club meeting, discuss and plan how to advertise the club and promote your visibility.

Club Meetings

Once your club is approved, you can begin holding meetings. The club advisor will fill out an online facilities request in order to reserve a room or area on campus. Please note that a facilities request must be done by the advisor. The form can be found on the Faculty & Staff page of the ECC website under the Employee Resources tab.

When planning a meeting, keep these factors in mind: Time—When are most of your club members available? You can use a free scheduling program like Doodle or Google Forms to simplify scheduling. Agenda—Setting an agenda will keep your meeting on track and help keep a record of the meeting. Minutes—The Club Secretary should take minutes and keep all club records on file. Advertising—Create fliers/announcements to let students know about your meeting. If you need assistance with advertisements, please contact the SGA Public Relations Officer.

Events and Activities

As your club begins to grow, it is time to host an event. Events can be held to raise awareness of your club, to fundraise, or to fulfill the two club event seed money requirements of a social event and community service project.

Successful Event Planning

Decide on a target audience. Students have very diverse interests, but try to focus your appeal. Successful events target a specific group of people rather than trying to entertain everyone. As a group, brainstorm and decide upon the audience your event will be planned around.

Set a date and time for your event. Be sure to research your date and time in effort to not conflict with other campus events. To check the date, access the calendar form the top of the ECC home page. Try to maximize your event by scheduling a date and time that better targets your audience.

Determine your budget. New clubs will be given a budget account number under Student Activities. Your advisor can request this account number from the Student Activities Coordinator. This account will be for your club's use only, and withdrawal of funds can only be requested by your advisor. For new clubs without funds, it may be a good idea to co-host an event with another cost to share the costs and responsibilities. Additional funds can be requested from the Student Government. First, request that the SGA President give your club a spot on the next Student Senate meeting agenda. During the meeting, you will have two minutes to make your proposal. The Student Senate will then vote to approve or disapprove the request.

Get your event approved. Once you have everything planned, fill out a Club Event Request Form and submit to the Student Activities Coordinator for approval.

Promotion

Let people know about your event. Design a flyer or a poster. For assistance with marketing materials, please contact the SGA Public Relations Officer for assistance. Your event can also be included in the campus wide Falcon Weekly Activities email. To do so, write an email with a brief description of the event to the Student Activities Coordinator. Work to spread the word! Get personal and talk with your fellow students—word of mouth is often the most effective way to market for events. Note that all flyers and posters for on campus promotion by the Student Activities Coordinator. Off campus marketing must also be approved by the College's Public Relations Office--please allot additional time for this process. Please note that club postings are permitted only on campus-wide bulletin boards and are not to be posted on windows, doors, bathroom stalls, etc. Some boards are reserved for specific departments, so please be mindful while posting your materials.

Fundraising

If you need to raise funds for your club or for a community service project, some fundraisers that have been used in the past include: bake sales, selling candy or ice cream, car washes, drawings (also known as raffles and have special rules that must be followed, check with the Student Activities Coordinator before attempting), car washes, and more.

Once your event has concluded, you will need to deposit your funds to your club budget account. Clubs are encouraged to deposit funds immediately to reduce the chance the funds will be lost or stolen. Pick up a deposit slip from the Student Activities Office, fill it out, and drop off your deposit at the cashier's window in the Buescher Hall Student Services Lobby.

THE ADVISOR'S ROLE

Being a club advisor at East Central College is a very rewarding experience. The privilege of having strong advisors working with and guiding involved student leaders to success makes a measurable impact on our campus community. A club advisor's main duty is to guide the students to their definition of success and develop their leadership potential. An advisor acts in a variety of ways to assist their club. Advisors must be mindful that healthy student organizations will determine what capacity they need their advisor to serve in and be responsive to those implicit and explicit cues. Some of the roles an advisor may assume include:

- **THE KNOW-IT-ALL:** Students must know that they can pick their advisor's brain when needed and that they will be given accurate information. Advisors must be well informed of college policies, procedures, and events.
- **THE PARENT:** Our student leaders need positive role models who follow through with promises and make responsible decisions. Of course, mistakes happen and the advisor must teach their students how to learn and grow from those mistakes.
- **THE CHEERLEADER:** Advisors should brag about their club and express a high regard for their students. The club will be more successful as you continue to encourage and motivate them.
- **THE LINK BETWEEN PAST AND PRESENT:** Club member turnover is high at community colleges, even from semester to semester. Leadership transitions can be difficult and your incoming officers and members will need training and extra support. It is helpful advisors who have remained with the club over time and are familiar with both successful and unsuccessful past club efforts.
- **THE DEVIL'S ADVOCATE:** The Advisor must ask skeptical questions. Not because the advisor distrusts their students, but to ensure they fully understand their decisions and the possible positive and negative repercussions from their decisions. Advisors are encouraged to guide students through critically examining issues from every perspective.
- **THE COACH:** Advisors should accept that they contribute significantly to their club's success. The advisor will help teach and develop each students' individual skills to make them effective leaders and push them to stretch their boundaries when possible.

Feel free to contact the Student Activities Coordinator with any questions or suggestions you might have. We are always available to assist you and your club.

Good luck, and have an excellent year!

CLUB FINANCE & PURCHASING BASICS

Upon recognition by SGA, each new club will have an agency fund created and by the College and have an initial \$100.00 seed money deposit. This account is also referred to as a "60 account" or club account. When the account is created the Student Activities Coordinator will notify the club advisor.

Excluding SGA, all clubs are able to spend and donate their club funds at their own discretion, as long as purchasing is within the guidelines set forth by the College. Purchasing policies can be found under the "Faculty and Staff" tab on East Central's webpage, under the "General Resources" column, followed by the "Purchasing" link.

The advisor can requisition purchases and request checks through the College's ESM Solutions system or request purchases using the Student Activities Coordinator's Procurement Card. If your club needs to use the Procurement Card to make a purchase, the advisor must contact the Student Activities Coordinator to request the card at least one week in advance.

Please note, if you plan on soliciting for donations from local business, you must contact the Student Activities Coordinator prior to requesting donations so it can be approved by the ECC Foundation.

If you have any additional questions regarding club finances or purchasing, please contact the Student Activities Coordinator directly.



NEW CLUB APPLICATION

This form is to be filled out and turned in to the Student Activities Coordinator.

DATE: _____

CLUB NAME: _____

CLUB MISSION STATEMENT:

CLUB MEMBERSHIP REQUIREMENTS (not required):

CLUB ADVISOR: _____ EMAIL: _____

CLUB PRESIDENT: _____

PHONE #: _____ EMAIL: _____

OTHER CLUB OFFICERS' NAMES & TITLES

Is your club affiliated with or sponsored by an ECC or national/state academic program?
If so, please specify.

Attach signatures of at least sixteen currently enrolled students who support this club, with at least five who plan to join as members.

Club President Signature

Club Advisor Signature

CLUB FINANCE & PURCHASING BASICS

Itemized Seed Money Requirements In order to receive seed money from the Student Government Association each semester, your club must meet the following requirements:

- \$25 - Hold a minimum of two (2) meetings per semester.
- \$25 - Maintain five (5) or more active members each semester.
- \$25 - Host at least one (1) social event/activity that is open to all students per semester.
- \$50 - Organize at least one (1) community service project per year. If not completed in the Fall semester, detailed plans for the community service project to be completed in the Spring must be submitted with seed money request form.
- \$50 - Participate in Falcon Fest each semester.
- \$25 - Have at least five club members participate in the MLK Day(s) of Service.
- \$25 - Send a club representative to the monthly SGA Club Council Meetings.

*The Student Activities Coordinator/SGA has the authority to monetarily incentivize participation in other events based on available funding. These will be announced to club advisors and club representatives with through email. (ex. Earth Day, Senior Success Day, Music Festivals, etc.)

As you see, dollar amounts have been assigned to each seed money requirement. Using data recorded by the Student Activities Office and Student Government Association, club seed money may be deducted to proportionally represent their completion of the seed money requirement. For example, if there are five club council meetings, and there is one uncommunicated absence from a club, they will only receive 80% of the \$25.00 to represent the 4/5 meetings they were represented at.

In order for the Advisor to receive their end of the year stipend, their club must have received at least \$125 of the \$225 available for both semesters. In the event requirements were only met one semester, the Advisor will be awarded half the end of the year stipend (\$200/\$400).



CLUB SEED MONEY REQUEST FORM

This form is to be filled out and turned in to the Student Activities Coordinator by the end of each semester.

DATE:

CLUB NAME: _____

SEMESTER (circle one): Fall Spring Year: _____

CHECKLIST (with total itemized value):

- Attach meeting minutes from at least two meetings. (\$25)
- Attach a club roster with five (5) or more active members. (\$25)
- Provide a detailed description of at least one social event/activity you hosted (\$25):

- Provide a detailed description of at least one community service project you completed, or the project you have organized for the next semester (\$50):

- Provide a detailed description of your club's involvement in Falcon Fest (\$50):

- Have at least five club members participate in the MLK Day(s) of Service. (\$25)
- Send a club representative to SGA Club Council meetings the first Friday of each month at 2:30 p.m. in HH 286. (\$25)

Club President Signature Club Advisor Signature

Student Activities Coordinator Signature Student Government President Signature

Your club seed money will be released once your request has been approved by both the Student Activities Coordinator and the Student Government President (typically early June for Spring requests and late January for Fall requests).



ADVISOR STIPEND REQUEST FORM

ADVISOR STIPEND REQUEST FORM

This form is to be filled out and turned in to the Student Activities Coordinator by the end of each semester. Please note, to meet the \$400/year advisor stipend requirements your club must have been awarded at minimum \$125 of seed money both semesters. In the event requirements were only met one semester, you will be awarded half the end of the year stipend (\$200/\$400).

DATE:

CLUB NAME: _____

ADVISOR NAME: _____

SEMESTER (circle one): Fall Spring Year: _____

Provide a brief description of the events/programs your club has provided this semester:

Provide a detailed description of your role as an advisor and what duties you performed this semester:

Club Advisor Signature Student Activities Coordinator Signature

Your advisor stipend will be released once your request has been approved by the Student Activities Coordinator.

CLUB EVENT HOLD HARMLESS AGREEMENT

The Club Event Hold Harmless Agreement must be signed by all participants who are participating in the club activity, no exceptions. The club advisor should keep this form on file for at least one year from the date of the activity.

CLUB EVENT: _____

EVENT DATE: _____

The undersigned agree to assume the risk of all damage, loss, cost and expense, and further agree to indemnify and hold harmless East Central College, its officers, agents and employees from and against any and all liability damage, loss, cost and expense which may accrue or be sustained by the undersigned on account of any claim, suit or action made or brought against East Central College, its officers, agents or employees for the death of, sickness of or injury to persons or destruction of property involving the undersigned arising from any cause whatsoever or activity required by East Central College except negligence and willful misconduct of the officers, agents and employees of East Central College acting within the scope of their employment. The undersigned have read and understand this agreement. This agreement represents the full and complete understanding of the parties:

| STUDENT NAME | STUDENT SIGNATURE | DATE |
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CLUB TRAVEL REQUEST FORM

The Club Travel Request Form must be completed for any off-campus student trip under the auspices of East Central College. The form must be submitted by the club advisor to the Student Activities Coordinator at least two weeks in advance of the planned activity.

CLUB NAME: _____

CLUB ADVISOR: _____

TRIP DATE(S): _____

PURPOSE OF THE TRIP:

TRANSPORTATION METHOD: _____

* Attach a trip itinerary and include destination, arrival and departure times, etc.

STUDENT RESPONSIBILITY

Students participating in a college-sponsored trip are individually responsible to make up any class work at the convenience of the instructors involved. Students are to fully adhere to the East Central College Student Conduct Code.

ADVISOR RESPONSIBILITY

The advisor must be a full-time college employee and is responsible to supervise students participating in the trip and their adherence to the East Central College Student Conduct Code.

Club Advisor Signature

Date

Student Activities Coordinator Signature

Date

Vice President of Student Development Signature

Date

CLUB TRAVEL EMERGENCY CONTACT FORM

The Club Travel Emergency Contact Form must be completed for any off-campus student trip under the auspices of East Central College. The form must be submitted by the club advisor to the Student Activities Coordinator. The club advisor should also keep an additional copy of this form with him or her at all times during the trip in case of emergency.

CLUB NAME: _____

CLUB ADVISOR: _____

TRIP DATE(S): _____

| STUDENT NAME | EMERGENCY CONTACT # | RELATION TO STUDENT |
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INACTIVE STATUS OR DISSOLUTION FORM

The Inactive Status or Dissolution Form can only be filed by the advisor of the club. Advisors may choose to file for inactive status for up to three consecutive semesters. For sustained inactivity, please resubmit a new form each semester. After three semesters of inactivity the club must either reactivate or disband. Reasons to file for inactive status include low membership, difficult leadership transitions, the advisor is going on an extended leave and cannot find a replacement, among other challenging circumstances determined by the advisor. Filing for inactivity will communicate to SGA and the Student Activities Coordinator that the club is not currently active, but may reactivate in the near future. Filing inactive forms also protects the club's account funds from being returned back to the SGA club fund.

The advisor may also choose to dissolve the organization for any number of reasons. If there are still students wanting to participate, but the advisor is unable to continue as the club's advisor, please refrain from filing for dissolution and contact the Student Activities Coordinator to request the recruitment of a new advisor. Dissolution will cause any leftover balance in the club account to return to the SGA club fund, remove advisor and club information from student involvement marketing and brochures, and remove the club's information from the East Central website.

If there is no club activity, no communication from an advisor, and no paperwork filed on behalf of a club for two consecutive semesters, SGA has the authority to formally dissolve the club.

CLUB NAME: _____

ADVISOR NAME: _____

SEMESTER & YEAR: _____

FILING FOR: Inactive Status Dissolution

If filing for inactive status, this is my _____ semester filing for inactivity.

- a. First
- b. Second
- c. Third

Brief explanation for decision:

Club Advisor Signature

Student Activities Coordinator Signature

Student Government President Signature

