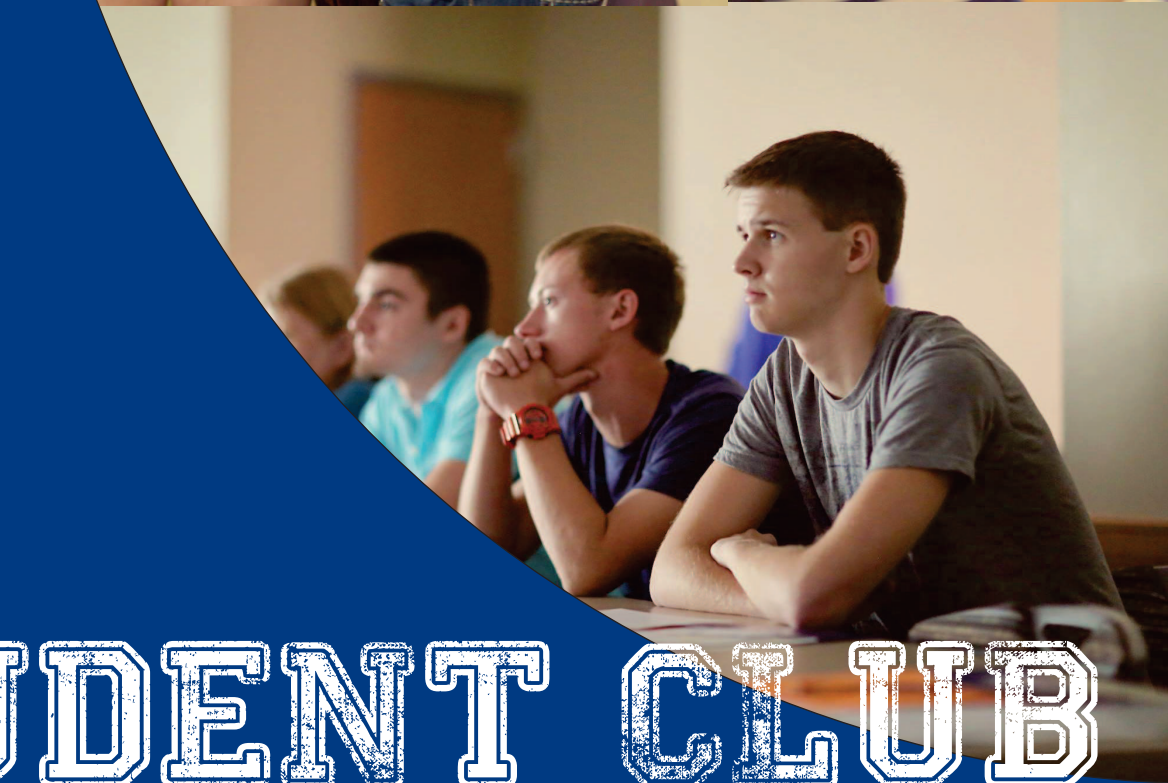




STUDENT ACTIVITIES OFFICE



STUDENT CLUB SUCCESS GUIDE 2014-2015



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LETTER FROM STUDENT ACTIVITIES

Dear Student Clubs,

Welcome to the 2014-2015 academic year. Each academic year has new opportunities for students to get involved at East Central College. Research has shown that students are more successful if they get involved (Astin, 1985). Through this packet of information, as well as input from your advisor, Student Government Association and the Student Activities Office, I hope to provide you with the tools to create active and engaged members in your organization.

The Student Activities Office is eager to help each and every club continue to develop. Student Activities is dedicated to creating an atmosphere where all students can be active participants on the ECC campus and immerse themselves in an academically social environment. I look forward to seeing all of the clubs flourishing and meeting their goals. To help organizations thrive and grow, our office will offer workshops to help your organization. These workshops will cover topics on using icebreakers successfully, holding effective meetings, implementing strategic marketing, and more.

We want to see students succeed and pursue their passions. That's why I always encourage students to come to the Student Activities Office to talk about starting their own organization. Whether you are interested in starting a club for video game tournaments, cooking, environmental issues, community service, or any number of other hobbies or activities, I want you to come talk to me about getting interested students connected to help bring that idea to life.

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

This is going to be a fantastic year! Let's go out and make a positive impact on ECC's campus!

Sincerely,

Brady Griffith
Student Activities Coordinator
Union Campus - MP 104
636-584-6583
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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 sponsor stipend (distributed at the end of each semester)
- * Club advice from Student Government and Student Activities
- * Print service

If you're interested in starting a club, think about your hobbies, values and personal interests. Do you know others who like the same things? For example, do you read a book with several of your friends every month? Why not start a book club? Do you like to talk politics with your friends? Start a political club. Do you like to get together with friends and go to the movies? Start a movie critics club. Are you really passionate about something that you would like to share with others? These are the types of things that can help fuel the start of a new club.

Before you begin to plan your club, check the list of current clubs to see if one already exists. If not, talk to your friends to test out the interest of your idea. If the interest is there, then start planning, but be sure to follow all of the procedures and guidelines listed in this guide book.

Officer Duties

Clubs are required to have at least five active members. Of the five, two members must be assigned the duties of President and Secretary (cannot be the same person). Clubs must also send a representative to every Student Government meeting. The club representative can be a regular member or a club officer. Duties are as follows:

President

This will be 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 Student Government meetings every Friday at 1:30 p.m. in BC 138. Club reps should report club news to the Student Government and report Student Government announcements back to their club. It's also a good idea to name an alternate in order to keep voting rights if a club rep misses a meeting.

Advisor

Each club must have an advisor who is full time faculty or staff of the college. If you are unsure who to ask, contact the Student Activities Coordinator for suggestions. Advisors are meant to help guide the club in the right direction and hold members accountable. An advisor must be present during club events if held after hours.

Paperwork & 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 Government meeting where your club will make a presentation on why you would make a great club (2 minutes maximum). The Student Government will give the final approval/denial with a vote.

Recruiting Members

Once your club is approved, it's time to recruit more members. The easiest way to recruit is to appeal to a specific group of people who have similar interests, not necessarily targeting the entire college population. Think about the type of student your club appeals to. During your first club meeting, plan how to advertise to gain more student members. Word of mouth is always the best form of advertising.

Club Meetings

Once your club is approved, it is now time to plan your first meeting. Your advisor will need to fill out an online facilities request in order to reserve a room or area on campus, if needed. Please note, a facilities request has to be done by an 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 in mind a few things:

TIME - When are most of your club members available? You can use a free scheduling program like Doodle.com to make this easy.

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,

Events & 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 raise money, or to fulfill the two club event requirements: social event/activity and community service project. Here are some steps to help you plan a successful event.

Decide on a target audience. Students have many different interests, so just try to appeal to one of them. Successful events target a specific group of people rather than trying to entertain everyone. As a group, brainstorm and decide who you would like to reach, and then plan your event around that audience.

Set a date and time for your event. Be sure to research your date and time so as not to conflict with other campus events. To check the date, access the calendar from 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 club so as 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 Government meeting agenda. During the meeting, you will have two minutes to make your proposal. The Student Government will then vote to approve or disapprove the request.

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

Promotion

Let people know about your event. Design a flyer or a poster (or ask the Public Relations Office for assistance). Email pr@eastcentral.edu or call 636-584-6508. Write up an email and send it to the Student Activities Coordinator to forward to all students. And don't forget to spread the word! Get personal and talk to your fellow students. Note that all flyers/postings on campus must be approved for posting by the PR office (BH 245) or Student Development (BH 132). Posters are only allowed on campus-wide bulletin boards. Some boards are reserved for specific departments.

Fundraising

If you need to raise funds for your club or for a community service project, here are some fundraisers that clubs have used in the past: bake sales, selling candy, selling t-shirts, selling pizza, selling ice cream, car washes, raffles (these have special rules that you must follow; see the Student Activities Coordinator before attempting), and more.

Once your event has concluded, you'll need to deposit your funds into your budget account. If you deposit funds immediately, there will be less of a chance that any funds get lost or stolen. Pick up a deposit form in the Student Activities Office, fill it out, and drop off your deposit at the cashier's window in the BH Lobby.



THE ADVISOR'S ROLE

Being an ECC club advisor can be an extremely rewarding experience. It is people like you that make our college a better place for our students. And although the journey ahead is exciting, there can sometimes be a few bumps in the road. It is the advisor's job to teach the students how to drive and avoid some of those wrong turns. An advisor wears many hats in their role. Here are just a few of them:

The Know-it-All - Students need to know that they can pick their advisor's brain when needed and that they'll be pointed in the right direction. Advisors need to 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. It is important that our leaders learn to do the same. If they make mistakes, teach them how to learn from it.

The Cheerleader - Advisors should root for and brag about their clubs. Their success is directly related to the amount of encouragement and motivation you give them.

The Link Between Present and Past - Many club members change from year to year, leaving your new officers with lots of questions. It is very helpful to have an advisor who has been around and knows what has and hasn't worked in the past.

The Devil's Advocate - It is important for you to ask skeptical questions, not because you don't trust your students, but because you want to make sure they understand why their decisions are right. It is also good to examine every issue from every angle.

The Coach - Advisors should accept that they play part in the team's success. You help teach them the things that will make them effective leaders and then trust them to perform when they're called upon.

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

Good luck, and have a great year!



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's Name: _____ Email: _____

Club President's Name: _____ Phone #: _____
Email: _____

Other Club Officers' Names: _____ Titles: _____

Is your club affiliated with or sponsored by an ECC or national/state academic program? Please specify.

Attach signatures of at least 16 currently enrolled students who support the club, with at least 5 who plan to join.

Club President Signature

Club Advisor Signature

Student Activities Coordinator Signature

Student Government President Signature

In order to receive seed money, your club must meet these requirements:

- Hold a minimum of two (2) meetings per semester.
- Maintain five (5) or more active members each semester.
- Host at least one (1) social event/activity that is open to all students per semester.
- Organize at least one (1) community service project.
- Participate in Falcon Fest each semester.
- Send a club representative to SGA meetings every Friday at 1:30 p.m. in BC 138.



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.

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 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:

☐ Send a club representative to SGA meetings every Friday at 1:30 p.m. in BC 138.

☐ Attach meeting minutes from at least two meetings.

☐ Attach a club roster with five (5) or more active members.

☐ Provide a detailed description of at least one social event/activity you hosted: _____

☐ Provide a detailed description of at least one community service project you organized: _____

☐ Provide a detailed description of your club's involvement in Falcon Fest: _____

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.



CLUB EVENT REQUEST FORM

This form is to be filled out and turned in to the Student Activities Coordinator at least two weeks in advance of the event date.

Today's Date: _____

Event Name: _____

Event Date: _____

Event Time: From _____ To _____

Club Name: _____

Club Representative Making Request: _____

Club Representative's Email/Phone #: _____

Desired Location of Event: _____

Event Description: _____

Set-up / Special Arrangements:

of Tables: _____ # of Chairs: _____ Electricity: _____

Other: _____

Is this event a fundraiser? Y N

Will you be soliciting donations for this event? Y N

If yes, please refer to the Donations Form on the next page



DONATIONS FORM

If you are soliciting donations for your event, please list all businesses on this form and turn in with your Club Event Request Form. Please list the name of the business and the donation item/amount you are requesting.

Club Event: _____

Event Date: _____

Business/Organization	Donation Requested



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 (print)	Student Signature	Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



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 (print)	Emergency Contact Phone #	Relation to Student
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		