



Campus Life & Leadership Office

Student Club Success Guide

2019-2020

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Letter from Campus Life & Leadership

Greetings, Falcons—

Welcome to the 2019-2020 academic year! Each year presents a variety of new opportunities for students to get involved at East Central College (ECC). Using the information in these documents as a guide, I sincerely hope that all our student leaders can take advantage of the diverse opportunities available on campus, as well as create new opportunities to suit their needs and interests.

The Campus Life and Leadership Office is eager to help each club continue to grow and develop. Campus Life and Leadership 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 Campus Life and Leadership 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 (SGA) 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.

Sincerely,

Emily Lewis

Campus Life & Leadership Coordinator

DSSC 104

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TIPS FOR NEW CLUBS

Formally recognized 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 Campus Life and Leadership” 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 Campus Life and Leadership
- Club seed money and advisor stipend
- Club guidance from Student Government and Campus Life and Leadership
- 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 the monthly SGA Club Council meeting, which occurs on the first Thursday of each month at 2:00PM 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 and 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. Copies of the meeting minutes are 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 Thursday of each month at 2:00PM 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 employed by East Central College. The advisor may be either a full- or part-time employee. However, due to payroll constraints, part-time advisors are ineligible for the end of the semester stipend currently. If you are unsure of who to ask, please contact the Campus Life and Leadership 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. An advisor is not required to attend club meetings held on campus during normal building hours.

Paperwork and Presentation

Clubs must complete the New Club Application and turn it in to the Campus Life and Leadership 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. At the SGA Senate meeting, a representative from your club will make a brief presentation (about two minutes) covering the mission and purpose of the club, as well as any ideas about possible events or activities that the club will sponsor. As a formality, the Student Senate will ask the club representative(s) to leave the room while a simple majority vote to approve the club is held. Upon approval, the new club will have an ECC budget created and receive an initial \$100.00 seed money deposit from the SGA club fund. Should the SGA Senate deny recognizing the club, the club must wait until the start of the next semester to propose the club to the SGA Senate again.

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. Clubs are permitted to create flyers advertising their meetings. Flyers advertising meetings are limited to the standard 8.5x11 size. Meeting flyers must be approved by the Campus Life and Leadership Coordinator prior to posting. Meeting flyers are prohibited from being posted on the bulletin board near the double doors in the Buescher Hall Lobby and on the Departmental bulletin boards in various locations in Hansen Hall. If you need assistance designing a flyer, please contact the SGA Public Relations Officer.

Club Meetings

Once your club is approved, you can begin holding meetings immediately. The club advisor or Campus Life and Leadership Coordinator will need to complete an online Facilities Room Request ticket in order

to reserve a room. Please note that a Facilities request must be done by the advisor or Coordinator. Advisors: 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 provide additional record of the meeting. Minutes—The club's Secretary should take minutes and keep all club records on file.

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, recruit new members, fundraise, provide an educational opportunity for your peers, or simply create a fun social environment for our student body. Clubs are required to host one social event per semester.

Successful Event Planning

Decide on a target audience. Students have 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 targeted to. Set a date and time for your event. Be sure to research your date and time in an effort not to conflict with other campus events. To check the date, access the website calendar from the top of the ECC home page. Try to maximize your event success by scheduling a date and time that best fits your target audience. Determine your budget. New clubs will be given a club budget account number and an initial \$100.00 deposit from the SGA Club Fund. This account will be for only your club's use. Students request to use these funds by their contacting their advisor. For new clubs without substantial funds, consider co-hosting an event with another club cost to share the event costs and responsibilities. Get your event approved. Once you have everything planned, fill out a Club Event Request Form and submit to the Campus Life and Leadership Coordinator for approval.

Fundraising

If you need to raise funds for your club's activities or projects, consider hosting a fundraiser. Some fundraisers that have been used in the past include: bake sales, selling candy or ice cream, car washes, drawings (also known as raffles; these have special rules that must be followed, check with the Campus Life and Leadership Coordinator before attempting), dog washes, coin war competitions, and more. Once your fundraiser 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 Campus Life and Leadership 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 lasting and measurable impact on our campus community. A club advisor's main duty is to guide the students to achieve their definition of success and develop their leadership potential. An advisor acts in a variety of ways to assist their club. Advisors must keep in mind 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, processes, procedures, culture, 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. Your incoming officers and members will need additional training and extra support. It is helpful to have advisors that 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 critical 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 decisions 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 Campus Life and Leadership Coordinator with any questions or suggestions you 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 a club fund created and receive an initial \$100.00 seed money deposit. The Campus Life and Leadership will contact the club advisor when the club budget is created.

Excluding SGA, all clubs can spend and donate their club funds at their own discretion if purchasing is within the guidelines set forth by the College. Purchasing policies can be reviewed at the following link: [https:// www.eastcentral.edu/purchasing/](https://www.eastcentral.edu/purchasing/). To be good stewards of our community, please attempt to use local, in-district vendors whenever possible.

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

Please note, if you plan on soliciting donations from local business, you must contact the Campus Life and Leadership Coordinator and complete the Donations Form 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 Campus Life and Leadership Office directly.

New Club Application

This form is to be filled out and turned in to the Campus Life and Leadership 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 and provide any related documentation.

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 Adviser Signature

Student Government President

Campus Life & Leadership Coordinator

CLUB SEED MONEY REQUIREMENTS

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 (**modified for fall 2019**).
- \$25 - Send a club representative to the monthly SGA Club Council Meetings.

The Campus Life and Leadership Coordinator has the authority to monetarily incentivize participation in other events based on available funding. These will be announced to club advisors and club representatives by email (ex. Earth Day, Senior Success Day, Music Festivals, etc.).

Dollar amounts have been assigned to each seed money requirement. Using data recorded by the Campus Life and Leadership Office and the Student Government Association, club seed money may be reduced to proportionally represent the degree to which the seed money requirement was completed. 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 provided representation at.

For the advisor to receive their end of the year stipend, their club must have received at least \$100 of the \$200 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). Advisor stipends are typically disbursed during the first June pay period.

FALL CLUB SEED MONEY APPLICATION

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator by the end of each semester.

DATE:

CLUB NAME: _____

SEMESTER: Fall **Year:** 2019

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 a project you organized for the spring semester (\$50):

Provide a detailed description of your club's involvement in the 50th anniversary celebration/or the additional community service project you completed, or a project you organized for the spring semester:

Send a club representative to SGA Club Council meetings the first Thursday of each month at 2:00 p.m. in HH 286. (\$25)

Club President Signature

Club Advisor Signature

Campus Life and Activities Coordinator

Student Government President

SPRING CLUB SEED MONEY APPLICATION

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator by the end of each semester.

DATE:

CLUB NAME: _____

SEMESTER: Spring **Year:** 2020

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):

Send a club representative to SGA Club Council meetings the first Thursday of each month at 2:00 p.m. in HH 286. (\$25)

Club President Signature

Club Advisor Signature

Campus Life and Activities Coordinator

Student Government President

Club Adviser Stipend Application

This form is to be filled out and turned in to the Campus Life and Leadership 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 \$100 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 Adviser Signature

Campus Life & Leadership Coordinator

Your advisor stipend will be released once your request has been approved by the Campus Life and Leadership Coordinator. Advisor stipends are disbursed at the end of the Spring semester--typically in the first June pay period. CLUB ADVISOR STIPEND APPLICATION 12

CLUB EVENT REQUEST FORM

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator by the end of each semester.

TODAY'S DATE: _____

EVENT NAME: _____

EVENT DATE: _____

EVENT TIME: Begin at _____ End at _____

CLUB NAME _____

CLUB REPRESENTATIVE MAKING REQUEST _____

CLUB REPRESENTATIVE'S EMAIL/ PHONE # _____

DESIRED LOCATION OF EVENT: _____

EVENT DESCRIPTION (please note costs, audience, and the objectives of this event):

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

Soliciting donations refers to approaching community members, businesses, or organizations to donate goods, services, or money to support the event. The donation form is not required for the on campus collection of monetary donations (i.e. charging \$1.00 for brownies at a bake sale) or on campus donation drives (i.e. diaper drive to benefit community organization).

If you will be soliciting goods, services, or money from external stakeholders, please refer to the Donations Form on the following page.

Solicited Donations Forum

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 and location of the business as well as the item or monetary amount you are requesting.

CLUB EVENT: _____

EVENT DATE: _____

Business/Organization Name & Location	Donations Requested

Hold Harmless Form

The Club Event Hold Harmless Agreement must be signed by all participants who are participating in off campus events or any club activity that poses a risk of harm to person or property, no exceptions. Always check with the Campus Life and Leadership Coordinator if you are unsure if your activity requires a Hold Harmless Agreement. This form must be returned to the Campus Life and Leadership Coordinator prior to the activity. The club advisor should also keep a copy of 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
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
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25.		

Club Travel Request Application

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 Campus Life and Leadership Coordinator at least two weeks in advance of the planned activity.

Club Name: _____

Club Adviser: _____

Trip Date(s): _____

Purpose of the trip: _____

Transportation Method: _____

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

STUDENT RESPONSIBILITY:

Students participating in a college-sponsored trip are individually responsible for planning with instructors to make up missed class time and assignments. Students must fully adhere to the East Central College Student Conduct Code. Students that choose to participate in activities or travel to locations not included on the trip itinerary assume the risk of all damage, loss, cost and expense, and further agree to indemnify and hold harmless East Central College.

ADVISOR RESPONSIBILITY:

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

Club Adviser Signature

Date

Campus Life & Leadership Coordinator

Date

Vice President of Student Development

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 Campus Life and Leadership Coordinator. The club advisor should also keep an additional copy of this form with him or her during the trip in case of emergency.

Club Name: _____

Club Adviser: _____

Trip Date (s): _____

Student Name	Emergency Contact Name/ #	Relation to Student
1.		
2.		
3.		
4.		
5.		
6.		
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25.		

Change of Club Adviser Request Form

Student Clubs and Organizations are permitted to request an advisor change. This form must be completed by a current officer of the club. Fill out this form and collect the signatures of the Club President, outgoing Club Advisor, and incoming Club Advisor. Return the completed form to the Campus Life and Leadership Coordinator. The Coordinator will finalize the advisor change and notify the students and advisors involved via email when the process is complete.

Club Name: _____

Date: _____

Name of Student Making Request: _____

Student email: _____

Student phone: _____

What is your current position in the club? _____

OUTGOING ADVISER NAME: _____

When did you become adviser of this club? _____

INCOMING ADVISER NAME: _____

Please provide a brief summary of why your club or organization is requesting this change:

Club President Signature & Date

Outgoing Adviser Signature & Date

Campus Life & Leadership Coordinator
Signature & Date

Incoming Adviser Signature & Date

Additional Advisor to Club Request Form

Student Clubs and Organizations are permitted to request to add additional advisors. This form must be completed by a current officer of the club. Fill out this form and collect the signatures of the Club President, Main Club Advisor, and incoming Club Advisor. Return the completed form to the Campus Life and Leadership Coordinator. The Coordinator will finalize the advisor change and notify the students and advisors involved via email when the process is complete.

CLUB NAME: _____

DATE: _____

NAME OF STUDENT FILING REQUEST: _____

Student email: _____

Student phone: _____

What is your current position in the club? _____

MAIN ADVISOR NAME: _____

INCOMING ADVISOR NAME: _____

Please provide a brief summary of why your club or organization is requesting this addition:

Club President Signature

Main Advisor Signature

Campus Life and Leadership Coordinator

Incoming Advisor Signature

Club Name Change Request Form

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator.

Current Club Name: _____

Today's Date: _____

Club Representative Making Request: _____

Club Representative's Email/Phone # _____

Why are you requesting club name change?

New Club Name: _____

Club President Signature

Club Advisor Signature

Campus Life and Leadership Coordinator

Student Government President

Club 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 Campus Life and Leadership 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 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 Campus Life and Leadership 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: _____

Adviser 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 Adviser Signature

Campus Life & Leadership Coordinator

Student Government President