



**CAMPUS LIFE**  
*& Leadership*

**Student Club &  
Club Advisor  
Success Guide**

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**2024-2025**

# LETTER FROM CAMPUS LIFE AND LEADERSHIP

Greetings, Falcons & Advisors—

Welcome to the 2024-2025 academic year! Each year presents a variety of new opportunities for students to get involved at East Central College (ECC), and we continue to focus on building a vibrant culture of student engagement. To help you accomplish this, I have created this guide so that student leaders and advisors alike have the resources needed to take advantage of the involvement opportunities on campus (and create new ones!).

The Campus Life and Leadership Office is eager to help each club continue to grow and develop. Campus Life and Leadership is dedicated to cultivating a sense of community through student involvement, and it is my hope that every ECC student feels as though they belong on this campus. From this, I hope students feel encouraged and empowered to become active participants on campus by immersing themselves in a positive academic and social environment.

The role of the Campus Life office is to encourage and support ECC students to be successful while pursuing their passions. If there's a club you want to see on campus, start it! Your experience at East Central College will be exactly what you make it, and I'm here to help you along the way. If you have an idea for a club or activity, please email me or come to my office, and we will discuss how to make it happen.

This Student Club Success Guide will act as a resource for both new and returning clubs. This guide contains information on the various processes required to be recognized and to receive club money from the Student Government Association (SGA) here at ECC. Planning events, organizing fundraisers, and important forms are just a few examples of the information and resources I've compiled for you. I recommend taking some time to review this with your club to ensure everyone is on the same page. Of course, if you have any questions, please contact me. I would love to meet with the clubs and get to know more about your plans.

Thank you for your excitement and hard work to make campus life at ECC more diverse and creative. I look forward to working with you!

Sincerely,

**Andy Klingensmith**

Campus Life and Leadership Coordinator

SGA Advisor

636-584-6583

Andy.klingensmith@eastcentral.edu

## TIPS FOR NEW CLUBS

Formally recognized ECC clubs receive many college benefits, including:

- Use of campus bulletin boards for club advertisements & event promotion
- Use of campus facilities for meetings and events
- Advertisement on ECC Student Government Facebook page, as well as Campus Life's Facebook and Instagram accounts
- Opportunities to host fundraising events
- Opportunities to recruit new members by participating in campus events & club fairs
- Loan of various equipment and supplies from SGA and Campus Life
- Club seed money and advisor stipend
- Club guidance from SGA and Campus Life
- Free print service for event and meeting advertisement

If you're interested in starting a club, consider your hobbies, passions, interests, etc. More than likely, there will be other students who 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, as well as an excellent resume entry.

Before you begin planning your club, check out our current clubs and organizations to see if one already exists. You can find this list on ECC's website. If a club doesn't exist, reach out to your peers on campus to see if there is any additional interest. If there is, start planning your club together. Just be sure to follow the guidelines in this guidebook.

### Officer Duties

Clubs are required to have and maintain at least five active members (though sometimes we know engagement can be low; we can work with you on this. Don't let it stop you from trying to start a club.). Of the five, two members must be assigned the duties of President and Secretary. The same person cannot assume both roles. Clubs are highly encouraged to send a representative to the monthly SGA Club Council meetings. Dates and times will be shared to the student body from the SGA.

The **President** is a student who serves as the main point of contact for the club. The president will be responsible for completing all the required applications and request forms. The president also sets the agenda and leads the discussion at club meetings.

The **Secretary** is a student who is 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.

The **Club Representative** is a student who will attend the monthly Club Council meetings. Club representatives should have a brief club report prepared for each meeting and be prepared to share information from this meeting with their club after the fact. The club council representative is designated at the beginning of the semester to the SGA officers and, under normal circumstances, will be the representative for the entire semester. The designated club council representative will be the voting member on the Club Council should a matter requiring a vote arise. However, it is preferred that you send another member to the meeting if the regular representative is unable 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. If you are unsure of who to ask to be your advisor, please contact the Campus Life and Leadership Coordinator for suggestions. Advisors are meant to help guide the club as they promote their mission, as well as 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 proposed Club Constitution and submit it 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.

### **New Club Process for Rolla Clubs**

Any new Rolla club must complete the New Club Application and proposed Club Constitution and submit it to the Rolla Student Government Association advisor (see directory for contact information). Once paperwork has been submitted, Rolla Student Government Association will approve or deny the club's request to form. The Rolla SGA advisor will communicate the results of that decision to the Campus Life and Leadership Coordinator. Should Rolla SGA choose not to recognize the club, the club must wait until the start of the next semester to propose the club to Rolla SGA again.

Should Rolla SGA choose to recognize the club, SGA members and their advisor will onboard the new organization into student life at Rolla. Rolla SGA will explain opportunities for involvement, ways they can help promote the club, and more important information. For Rolla clubs, interested students and advisors must contact Rolla SGA first, and then Rolla SGA will communicate with the Campus Life and Leadership Coordinator.

### **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.

For Rolla SGA members and Rolla student clubs, you do not need to contact me to approve your flyers (though I do request keeping me in the loop about your campus events). Instead, you will need to take them to the front desk of Rolla Main, and either Cole Halfaker or Max Schaefer can approve them for you. The places to hang flyers in Rolla are limited, so I encourage you to

check with either the front desk before hanging them. You can also place flyers in the faculty mailboxes, which are located in Room 115. Lastly, make sure you hang flyers at the Rolla North location. You are free to advertise anywhere in that building.

### **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 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.

### **Event Promotion**

Let people know about your event by designing a flyer or a poster. For assistance with marketing materials, please contact the SGA Public Relations Officer. 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 Campus Life and Leadership Coordinator. Please include the date, time, location, cost, and an email address that students can write to if they would like additional information. Work to spread the word! Get personal and talk with your fellow

students—word of mouth is the most effective way to market for events. Consider asking if your instructor if they would be willing to give you a few minutes to announce your event before or after class.

Note that all flyers and posters for on campus promotion by the Campus and Life and Leadership 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. The Buescher Hall bulletin board by the double doors and some of the Hansen Hall boards are reserved for specific departments, so please be mindful while posting your materials. Meeting event flyers are limited to 8.5x11 while event flyers are permitted to be as large as 11x17. Only one flyer per board--no duplicates. Flyers violating these guidelines will be taken down and recycled.

### **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 advise 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 AND 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 as long as purchasing is within the guidelines set forth by the College. Purchasing policies can be reviewed at the following link: <https://www.eastcentral.edu/purchasing/>

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 Student Activities Coordinator.

DATE:

CLUB NAME: \_\_\_\_\_

CLUB MISSION STATEMENT:

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CLUB MEMBERSHIP REQUIREMENTS (not required):

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CLUB ADVISOR:\_\_\_\_\_

EMAIL:\_\_\_\_\_

CLUB PRESIDENT:\_\_\_\_\_

PHONE #:\_\_\_\_\_ EMAIL:\_\_\_\_\_

OTHER CLUB OFFICERS' NAMES & TITLES

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

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Attach signatures of at least 2 currently enrolled students who support this club, with at least five who plan to join as members.

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
SGA President Signature

\_\_\_\_\_  
Campus Life & Leadership Coord.



## **CLUB SEED MONEY REQUIREMENTS**

Itemized Seed Money Requirements: 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 (or the designated equivalent event) each semester
- \$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.

# CLUB SEED MONEY APPLICATION

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator at 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 or more active members (\$25)
- ☐ Provide a detailed description of at least one social event/activity you hosted (\$25):

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

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- ☐ Provide a detailed description of your club's involvement in Falcon Fest (or its designated alternative event) (\$50):

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- ☐ Send a club representative to SGA Club Council meetings the first Thursday of each month (\$25):

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
SGA President Signature

\_\_\_\_\_  
Campus Life & Leadership Coord.

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

## ADVISOR STIPEND 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. 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: \_\_\_\_\_

CHECKLIST (with total itemized value):

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

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

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I added my activities to the cocurricular assessment map:   YES   NO   N/A

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Campus Life & Leadership Coordinator

Your advisor stipend will be released once your request has been approved by the Campus Life and Leadership Coordinator.

## CLUB EVENT REQUEST FORM

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator at least two weeks prior to the event date.

TODAY'S DATE: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT TIME: Begins at \_\_\_\_\_ Ends at \_\_\_\_\_

CLUB NAME: \_\_\_\_\_

CLUB REPRESENTATIVE MAKING REQUEST: \_\_\_\_\_

CLUB REP'S EMAIL/PHONE #: \_\_\_\_\_

DESIRED LOCATION OF EVENT: \_\_\_\_\_

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

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SETUP/SPECIAL ARRANGEMENTS:

# of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_ Electricity: \_\_\_\_\_

Other: \_\_\_\_\_

Is this event a fundraiser? Circle one: Y N

Will you be soliciting donations for this event? Circle one: 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.

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

CLUB EVENT: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

[illegible]

# CLUB EVENT HOLD HARMLESS AGREEMENT

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 and their accompanying guests 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 and their guests 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. The agreement represents the full and complete understanding of the parties:

STUDENT NAME	STUDENT SIGNATURE	DATE
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2		
3		
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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 Campus Life and Leadership 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(s), arrival and departure times, etc.

### STUDENT RESPONSIBILITY

Students participating in a college-sponsored trip are individually responsible for making arrangements 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 Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Life & Leadership 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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## CODE OF CONDUCT CONTRACT FOR A COLLEGE-SPONSORED EVENT

I, \_\_\_\_\_, hereby agree to fulfill all of the terms listed below as a representative of East Central College to the \_\_\_\_\_ [Event Name & Dates]\_\_\_\_\_.

### TERMS OF AGREEMENT

1. **I understand that I am a representative of East Central College** and that I have been chosen by my student organization to represent it and its interests. As such, I understand that any actions I take during this College-sponsored activity will negatively or positively affect others' opinions about my student organization and East Central College.
2. **I will attend all on-site and post-trip meetings.** I will attend and participate in all aspects of the activities. Should I deliberately miss scheduled activities or leave the hotel or meeting venues without prior consent (of my advisor(s) or the director of my delegation) I understand that I will be liable for reimbursing my student organization and/or East Central College for any costs they paid associated with my attending the function.
3. **As a delegate, I will engage in behaviors that are responsible and mature.** Use of alcohol or alcohol intoxication, use of illegal substances, disruptive, abusive, or inappropriate behavior is expressly prohibited as noted in Board Policy 3.20 and in the Student Code of Conduct. Despite change in Missouri Law, the possession or use of marijuana on the East Central College campus or its extensions (including College-sponsored activities) remains prohibited per Board Policy 5.16. As a College-sponsored activity, all policies and codes of conduct remain applicable for the entire duration of this activity. If the rules of my student organization, the hotel/facility, or East Central College are broken, these actions MAY result in disciplinary action by the College and revocation of my membership in the student organization. Furthermore, if I am an officer at the time of revocation of my membership, I understand that there may be a loss of any scholarship monies being provided to me as associated with my position in office. I understand that I may be liable to East Central College for reimbursement of costs associated with remaining registered for the remainder of the semester.
4. **Infraction of these rules** (by use of alcohol or alcohol intoxication, use of illegal substances and recreational marijuana, disruptive, abusive, or inappropriate behavior) will lead to my reimbursement of any monies provided by my student organization and/or East Central College for any expenses covered as part of my participation in the event/conference/convention.
5. **I understand that breaking the rules of my student organization, the hotel/facility, and/or East Central College may result in my dismissal from the remainder of the trip.** If I am asked to leave, I understand that I must repay my student organization and/or East Central College for

any expenses covered for my participation in the event, plus pay any of my own transportation costs to send me home. I also understand that I may be subject to further disciplinary action from the Vice President of Student Development or other administrative officials of East Central College.

I hereby certify that I am a duly enrolled student in good academic standing at East Central College, and that I am a member of \_\_\_\_\_. I also agree to the conditions as stipulated above.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

## 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 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 (Circle One):                      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:

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\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Campus Life & Leadership Coordinator Signature

East Central College  
Office of Campus Life & Leadership

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## **REIMBURSABLE EXPENSE POLICY FOR STUDENT ORGANIZATIONS**

Once student organizations have been officially recognized by Student Government Association, the Campus Life and Leadership Coordinator collaborates with the Business Office to create a budget for the organization. At some point, student organizations will need to access their funds to purchase supplies for events and activities. The preferred method is for club representatives or their advisors to submit purchase requests to the Campus Life and Leadership Coordinator 30 days in advance, and the Coordinator will use their institutional credit card and then assign the purchase to the club's budget. However, students may decide to make purchases related to their organization, utilizing their personal financial resources. In this instance, a student reimbursement would likely come into play.

Reimbursable expenses are defined as expenses incurred on behalf of the College to facilitate a recognized student organization or activity. To be considered a reimbursable expense under this institutional definition, expenses must:

1. Serve and support the greater benefit of the related and recognized student organization
2. Not contribute to the individual gain of any individual.

Personal use or misappropriation of institutional funds, supplies, or resources will be addressed in accordance with College policies.

This Expense Policy provides clear instructions pertaining to the reimbursement of expenses incurred while conducting College business (such as activities for student organizations). This policy was drafted by the Campus Life and Leadership Coordinator, and it was revised and approved by the Business Office, the Vice President of Finance, and the Vice President of Student Development and is consistent with the standards expected of all East Central College representatives, including students, faculty, and staff. This policy should be referenced by student organizations when making purchases that will require an individual reimbursement.

The above college representatives are expected to exercise financial prudence when making any purchases for activities and events that may be covered by this policy. No representatives shall charge expenses in a way that would result in personal gains and/or additional expenses to the College. Please understand that this policy is NOT all-inclusive. Any clarification or application of judgment in regards to this policy will be resolved by designated representatives from the Business Office and Student Development Division.

## GUIDELINES FOR REIMBURSEMENT

Students may make purchases for their organizations using their own funds. They may then request a reimbursement.

- I. For a purchase to qualify as a reimbursable expense, students must submit an itemized receipt to the Campus Life and Leadership Coordinator, along with the completed Student Organization Reimbursement Request form. The form should be signed by the student's club advisor and the student who made the purchase prior to submitting it to the Campus Life and Leadership Coordinator.
  - a. Documentation for reimbursement requests should be submitted no later than ten (10) business days from the date of purchase. Once 10 business days has passed, the purchase will no longer be eligible for reimbursement.
  - b. An organization WILL NOT be reimbursed without both an itemized receipt AND the Reimbursement Request form.
- II. Students are encouraged to acquire tax-free documentation from the Campus Life and Leadership Coordinator prior to making their purchase. **East Central College does not reimburse sales tax**, so any purchases including sales tax will only receive the amount of the subtotal before any tax.
- III. Requests for reimbursement may not exceed \$200.00. Any amount totaling more than \$200.00 should be made with an institutional credit card. The Campus Life and Leadership Coordinator can make purchases for student organizations with a minimum of 30 days' notice.
  - a. Reimbursement requests may not exceed the total funds in the club budget.
- IV. Club advisors should not be reimbursing students out of their own pocket. This violates the reimbursement policy and eliminates adequate documentation.
- V. Club advisors should not be the ones making purchases for their group. If a club advisor knows their group needs to make a specific purchase, they should contact the Campus Life and Leadership Coordinator for use of the Student Activities credit card at least 30 days in advance.
  - a. **Club advisors will not be reimbursed.** If students are unavailable to make purchases, then the club needs to make prior arrangements for purchasing with the Campus Life Coordinator.
- VI. In the case of reasonable circumstances that may result in failing to submit documentation within the dates listed above, a request for review can be submitted to the Campus Life Coordinator and the Vice President of Student Development.

**STUDENT ORGANIZATION REIMBURSEMENT REQUEST FORM**

If you are requesting a reimbursement for a purchase made on behalf of a recognized student organization at East Central College, please complete this form and return all documentation to the Campus Life and Leadership Coordinator no later than 10 business days from the purchase date. Reimbursement requests may not exceed \$200 without special permission from the Campus Life and Leadership Coordinator and the Vice President of Student Development. **You must include an itemized receipt with this form or the request for reimbursement will not be honored.**

Individual Requesting Reimbursement: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student Organization Represented: \_\_\_\_\_

Advisor of Student Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Purchase Total (Sales Tax Excluded): \_\_\_\_\_

In a few sentences, please explain the reason for your purchase and how the resources were used to support your student organization:

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\_\_\_\_\_  
Purchaser Signature


\_\_\_\_\_  
Campus Life Coordinator Signature

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
VP of Student Development Signature



Please allow plenty of time for the Business Office to process your request for reimbursement. You will receive a check at the Cashier's Office or via mail, or you can set up direct deposit through eCentral.

## CLUB ADVISORS & COCURRICULAR ASSESSMENT

Starting in 2023-2024, club advisors are being asked to attempt to conduct cocurricular assessment where appropriate. This includes adding your cocurricular activities to the  [Cocurricular Map](#) and completing the CARP.

If you're unsure of whether your activities qualify as cocurricular, [start by examining our institutional definition](#). Remember, our definition is activity-based, not program-based. The key indicator of a cocurricular activity is whether or not student learning (specifically ECC students) is being assessed in alignment with one or more of our [institutional student learning outcomes](#) (ISLOs).

If you don't think you're ready to complete the CARP but you know or are fairly certain you have a cocurricular activity, please add it to the Cocurricular Map.

If you've actively avoided completing the CARP because it appears too cumbersome, I'd like to remind you that not every box needs to be filled. If it doesn't apply or if you don't have enough data to give an appropriate answer, then leave the box blank and continue completing the document. You do not need to submit a perfect CARP to demonstrate that you're conducting meaningful assessment. You can  [review the Guide to Completing the CARP here](#), as well as  [peruse some examples of CARPs that have been submitted here](#).

The guide will remind you that an ideal timeframe to complete your CARP is four weeks post-activity. Once your CARP has been completed, the members of the Cocurricular Assessment Subcommittee have three weeks to review your submission and provide feedback.

The members of the Cocurricular Assessment Subcommittee are available to answer questions or help you as you complete the CARP and/or add to the Cocurricular Map. We know that amazing work is happening throughout the College, and it's important that we have that work documented to show that we are not only measuring student learning, but that we are committed to creating the most impactful activities possible for students.

If you have questions, please reach out to Andy Klingensmith.