Important Information

The Board of Regents of Oklahoma Colleges and Oklahoma City Community College in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991 and other Federal Laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services. In addition to the aforementioned federally protected characteristics of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran, Oklahoma City Community College is committed to a diverse and inclusive educational environment, respecting diversity in religious belief, political affiliation, citizenship or alien status, sexual orientation, and marital status.

The Director of Equal Opportunity coordinates compliance with and answers inquiries about OCCC’s non-discrimination policies. The Director of Equal Opportunity may be reached at 405.682.7542. OCCC is located at 7777 S. May Avenue, Oklahoma City, Oklahoma 73159, 405.682.1611.

Oklahoma City Community College is accredited by the Higher Learning Commission, holds a prestigious 10-year accreditation and is a member of the North Central Association of Colleges and Schools (which is located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, (800) 621-7440, www.ncahlc.org. Oklahoma City Community College is also in compliance with Public law 101-226, the Drug Free Schools and Community Act Amendments of 1989 and the Drug Free Workplace Act of 1988. In support of the spirit and intent of these laws, Oklahoma City Community College maintains an alcohol-, tobacco-, and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco inside College buildings.

Student Conduct Code

The Student Conduct Code applies to all activities scheduled on or off campus by OCCC Student Clubs and Organizations. Any violations of the Conduct Code may result in disciplinary actions against the individual(s) involved or against the organization as a whole. The Conduct Code can be accessed at www.occc.edu/Handbook.html

Club and Organization Manual is subject to updates and amendments

The 2016-2017 Club and Organizations Manual may be updated and amended during the 2016-2017 academic year. The most recent version of the 2016-2017 Student Handbook will be available on the OCCC website at the following address: http://www.occc.edu/studentlife/index.html In the event of updates or amendments, the most recent version posted on the OCCC website will govern.
Student Club and Organization Manual

The following information is used for the formation, running and governing of Student Clubs and Organizations at Oklahoma City Community College. The information provided is intended to help clubs and organizations function on a daily basis. Important forms and policies can be found in this manual. If you have any questions or concerns please do not hesitate to contact the Office of Student Life.

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Forming a New Club or Organization

Applications for formation of new clubs and organizations will be accepted twice a year; once in the fall and once in the spring semester. Individuals wanting to form a club or organization will have to wait till the application period to apply. Applicants will be notified via their OCCC email of their application status.

Application timeline: 2016 Fall semester: November 9th– December 9th
2017 Spring semester: April 12th– May 12th

Forming a student organization requires the following information:

   a. Official name
   b. Purpose and mission of organization
   c. Requirements for membership
      i. Members can only be current students, faculty and/or staff of OCCC.
      ii. OCCC Clubs and Organizations shall not restrict memberships based on race, sex, creed, age, national or sexual orientation.
   d. Proposed meeting times (i.e. Every Tuesday at 12:30pm)
   e. List of officer positions and duties (President, Vice President, etc.)
   f. Student ID numbers of ten (10) currently enrolled students who plan to actively participate in the club at time of approval. A single student can not be on more than two Official Petition for Formation forms in one year.
   g. Election procedures
   h. List of club fees and dues, if applicable.
      i. Normal range between $5 to $15 per year. Exceptions include honor societies and groups with national affiliation requirements.
   i. Upon official formation a governing constitution will be required.

2. Proposed Advisors must be identified at time of application. Proposed Advisors acknowledge their acceptance of responsibilities at time of application, as outlined by Student Life. All clubs and organizations are required to have at least two (2) Advisors on file in the Office of Student Life at all times. Advisors are identified based on employment status. Employment status includes full time, part time or adjunct faculty status or a community liaison not employed by the college. **Each club must have at least one full time employed Advisor.**

*The Director of Student Life reserves the right to accept or deny application for formation of a new club or organization. Director will forward approved applications to the Vice President of Enrollment & Student Services for final approval. Upon formal recognition by the Vice President for Enrollment & Student Services the new club will obtain rights and privileges of fully recognized OCCC Clubs and Organizations.*
Petition for Formation of a Club or Organization

Oklahoma City Community College
Office of Student Life

Official name________________________________________ Date: _______________________________

Purpose
______________________________________________________________________________________
______________________________________________________________________________________

Club requirements for membership (Members must be currently enrolled students, faculty or staff)
______________________________________________________________________________________
______________________________________________________________________________________

Proposed meeting day(s) & time(s)  Day_______________________  Time_______________________

List of governing positions (President, Vice President, etc.) and the duties of each. (To be eligible to hold an office, a student must be enrolled in at least six (6) credit hours, with a minimum cumulative GPA of 2.00 at time of responsibilities. Other requirements are outlined in the Club & Organization Manual.)

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Election Procedures:
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Potential Advisor should be aware of responsibilities as outlined by Student Life. Involvement with an organization is not generally associated with an employee’s normal work responsibilities. It is important the employee’s supervisor and Vice President are aware of the employee’s intention to serve as an Advisor. Advisor must sign an Advisor’s Contract to be officially recognized.

For Student Life Use Only

☐ Approved  ☐ Denied  Director of Student Life Signature: ________________________ Date __________

☐ Approved  ☐ Denied  Vice President for Enrollment and Student Services Signature: ________________________ Date __________
Requirements of Organization Advisor

To provide safety and security for all involved, the following list of requirements for Advisors for Oklahoma City Community College Clubs and Organizations must be followed. Advisors are identified based on employment status. Employment status includes full time, part time or adjunct faculty or a community liaison not employed by the college. **Each club must have at least one full time employed advisor.**

**Advisors (full time, part time or adjunct status) will meet the following qualifications:**

- Be employed by the college.
- Have earned a Bachelor’s degree or have an Associate’s degree with three years of working experience.
- Have approval from supervisors and Presidents Cabinet Member to be an Advisor.
- Advisor Contract on file in the Student Life Office by required deadline.
- Complete Campus Security Authority training by required deadline.
- Ability and willingness to travel with organization, including weekends and overnight events.
  - **Substitutions may be acceptable in the case of extreme circumstance.**
- Attendance at Leadership Workshop(s)
  - Advisors may divide responsibility for workshops if necessary, as long as an Advisor is present for each club.
- Attendance at required amount of Advisor Development during Fall and Spring semesters.
- Participation of organization meetings and events.
- Maintain communication with club officers and Student Life regarding events, issues, travel, etc.

**Community Liaison Advisors will meet the following qualifications:**

- Be an approved Community Liaison.
- Have approval from supervisors and approval by Director of Student Life.
- Community Liaison Contract on file in the Student Life Office by required deadline.
- Complete Campus Security Authority training by required deadline.
- Ability and willingness to travel with organization, including weekends and overnight events.
  - Substitutions may be acceptable in the case of extreme circumstance. Community Liaison may not travel alone with club or organization, a full time employee must be in attendance during travel.
- Attendance at Leadership Workshop(s)
  - Advisors may divide responsibility for workshops if necessary, as long as Advisor representative is present for each club.
- Attendance at required amount of Advisor Development during Fall and Spring semesters.
- Participation of organization meetings and events.
- Maintain communication with club officers and Student Life regarding events, issues, travel, etc.
Advisor & Organization Relationship

It is important to find an Advisor who is interested in working with your club’s specific needs and desires. The relationship between the club and its Advisor should be one that promotes growth, communication and positive relationships.

Advisors provide support in the following areas:
- Discuss organizational goals and directions
- Assist with development of organizational programs
- Discuss internal organizational difficulties
- Discuss financial status of the organization
- Support the group and help deal with organizational crisis
- Understand Student Life and college policies or procedures
- Provide continuity and stability as student leadership changes
- Provide connection to a variety of on and off campus resources
- Give honest feedback and direct expectations to group members
- Share experience and expertise when appropriate

When selecting an Advisor it is important to keep the following in mind:
- What do you see as the role of the Advisor in your club or organization?
- How much time will the Advisor need to be able to dedicate to the club or organization?
- Does this individual support the mission and goals of the club? Is there a common interest?

Once a faculty or staff member has agreed to be your Advisor, make sure you utilize this valuable resource! Keep your Advisors informed of activities, membership, leadership and future plans. Most importantly, make sure your Advisor knows that you appreciate the time they spend working with your group.

If you have difficulty identifying a potential Advisor please contact the Office of Student Life. We will do our best to provide suggestions to assist you with the process. It is the responsibility of individual clubs and organizations to find an Advisor that is willing and able to fulfill requirements and expectations.
Student Life Contract for Club Advisor

The role of the Advisor is to guide and nurture the group in order to adhere to the philosophy and intent of the club, follow OCCC’s mission and values and serve as an ethical remodel for developing student leaders. I, ______, accept the position of Advisor for _____ for the ____ academic year signed this ____ day of __, the year ___. I will serve as an active participant in club meetings, events, activities and development. I understand the expectations of Club & Organization Advisor, as outline by Oklahoma City Community College Office of Student Life, and will fulfill expectations to the best of my ability.

Please initial each requirement acknowledging your ability and willingness to complete the required task.

____ Have a Advisor Contract on file.
____ Complete Campus Security Authority Training by required deadline.
____ Ability and willingness to travel with student organization, both in and out of state.
____ Attend required amount of Advisor Development during Fall and Spring.
____ Attend Leadership Workshop(s): Responsibility for workshops may be divided if necessary, as long as an Advisor representative is present for each club.
____ Participate and attend club meetings and events.
____ Maintain communication with club officers and Student Life regarding events, issues, travel, etc.
____ Approved advising by Supervisor and President’s Cabinet Representative.
    Please print name of Supervisor ________________________________
    Please print name of President’s Cabinet Representative _______________________________

Advisor Contracts are reviewed on an annual basis. Student Life has the right to remove individuals from club or organization advising based on performance in the position at any time.

Position: ___________________________  □ Full Time □ Part Time Regular □ Adjunct Faculty
Dept.: _______________ Extension/Home number: _____________ E-Mail: __________________
Signature: ____________________________________________________ Date ___________________

Please return form to Student Life upon completion

For Student Life Use Only

Supervisor Signature : ____________________________________________  Date ______________
President’s Council Member Signature : ____________________________  Date ______________
Director of Student Life Signature : ________________________________  Date ______________
Student Life Contract for Community Liaison

The role of Community Liaison is to guide and nurture the group in order to adhere to the philosophy and intent of the club, follow OCCC’s mission and values and serve as an ethical remodel for developing student leaders. I, __________, accept the position of Community Liaison for ____ for the ____ academic year signed this ____ day of _____, the year ____. I will serve as an active participant in club meetings, events, activities and development. I understand the expectations of Club & Organization Community Liaison, as outline by Oklahoma City Community College Office of Student Life, and will fulfill expectations to the best of my ability.

Please initial each requirement acknowledging your ability and willingness to complete the required task

___ Have a Community Liaison Contract on file.
___ Complete Campus Security Authority Training by required deadline.
___ Community Liaison is not permitted to travel with students without a full time employee present during the trip.
___ Community Liaison is not permitted to drive college vehicles.
___ Community Liaison is not to approve or sign purchasing documents for the club.
___ Attend required amount of Advisor Development during Fall and Spring.
___ Attend Leadership Workshop(s): Responsibility for workshops may be divided if necessary, as long as an Advisor representative is present for each club.
___ Participate and attend club meetings and events.
___ Maintain communication with club officers and Student Life regarding events, issues, travel, etc.
___ Approved participation by Supervisor.

Please print name of Supervisor ______________________________________

Please print name of Secondary Reference __________________________________

Community Liaison Contracts are reviewed on an annual basis. Student Life has the right to remove individuals from club or organization advising based on performance in the position at any time.

Position: ________________________________ ☐ Community Advisor

Extension/Home number: ___________________________ E-Mail: ________________________________

Reference Phone number: ___________________________

Your Signature: ______________________________________ Date __________________

For Student Life Use Only

Director of Student Life Signature: ___________________________ Date ______________
Maintaining Club Recognition

Student clubs and organizations are granted privileges and resources based on their recognition as an active club. When a club or organization fails to meet the standards of recognition they will lose all rights and privileges of a recognized club. They will have the ability to reapply during the next designated time for formation of new clubs and organizations. An organization may relinquish its recognition at any time by providing written notice, signed by remaining Officers and Advisors, stating that they are disbanding and why they are electing to do so.

To be recognized as an official club or organization the following standards must be meet each semester.

- Club attends required number of The Leadership Council (TLC) meetings.
- Two Advisors, in good standing, with contracts on file in Student Life.
- Representation at Fall and Spring Leadership Workshops. At least one student and one Advisor are required to attend.
- Accountability of Information Agreement on file for the club.
- Values Programming met each semester.
- Completed Transition Report submitted by semester deadline.

At the end of each semester a Transition Report will be submitted to Student Life. The report will help transition the club for the following semester and provide all necessary documents required for active club status. If a club or organization fails to submit a completed Transition Report by semester deadline their status as an OCCC club or organization will be revoked.

- Fall Transition Report is due December 9th, 2016.
- Spring Transition Report is due May 12th, 2017.

Transition Reports will include the following information:

- Club Membership Roster with 10 student signatures—Will only be due in the Spring report
- Current constitution
- Officer list with up to date contact information.
- Election report with verification from Club Advisor
- Representative(s) for The Leadership Council (TLC), with up to date contact information
- Intent to return from Advisors
- Semester budget report
- **5 Values Programming:** List which three areas were meet during the semester and how they were met.

Transition Reports and club status will be reviewed at the end of each semester. Clubs will be notified of their status via club email. Clubs will receive one of three possible outcomes: recognized status, probation status or revoked status.
Probation and Suspension

When a club or organization fails to meet one or more standards of the following standards probationary or suspension measures can be taken. Continued violations while on probation may lead to the club or organization having their active status revoked. Clubs or organizations will have the opportunity to appeal probation or suspension status.

1. Failure to have a student club representative at 1 or more TLC meetings in a single semester.
2. Failing to have at least one student club representative and one Advisor attend the Leadership Workshop in the Fall semester.
3. Failing to have at least one student club representative and one Advisor attend the Leadership Workshop in the Spring semester.
4. Failure to have Advisor Contracts on file for all Advisors by required semester deadline.
5. Failure to submit Officer transcripts to Office of Student Life for review by September 1st and January 15th.
   No event request or request of funds can be made until all transcripts are on file.
6. Failure to follow proper purchasing guidelines as outlined in Organization Manual and college policy.
7. Failure to follow programming, scheduling and travel timelines as outlined in Organization Manual.
   Failure to comply with outlined procedures will result in club funds being frozen for 3 months.
8. Failure to properly register club meetings and/or activities.
   Failure to comply with outlined procedures will result in club funds being frozen for 3 months.
9. Failure to abide by Student Life and College policies, including the Student Conduct Code.
10. Failure to regularly check college affiliated mail box and club email.
11. Failure to complete Educational Exchange program, as outlined in Travel Packet Request, when required.
12. Failure to comply with the Posting Materials on Campus policy.
13. Failure to have an Accountability of Information Agreement on file for the club.

Probation or Suspension can result in, but is not limited to, the following sanctions.

- Suspension of funds
- Suspension of travel
- Removal of Officer from position
- Removal of individual(s) from the club or organization
- Restricted use of Student Life or college resources
- Club or organization status being revoked; length of time determined by severity of issue
- Educational learning opportunities
- Discipline under the Student Conduct Code
Officers: Guidelines and Requirements

Requirements for Holding Office

Student organizations are encouraged to hold election of officers in April of each year, with regular terms running through the following May. Groups may vary from timeline as needed or appropriate. Newly elected officers are listed in the Transition Report, due by May 12th. An updated list is required if officer positions change any time during the semester. To be eligible for an officer position, the following criteria must be met at the time of election and throughout the students tenure:

1. Student must be enrolled in at least six credit hours at Oklahoma City Community College.
2. Student must maintain a minimum accumulative and semester OCCC grade point average of 2.00.
3. Student must maintain a good academic and disciplinary standing.
4. Submit academic transcripts for review to Student Life by September 1st for fall semester and January 15th for spring semester.
5. Student is responsible for knowing, understanding and following the Student Club and Organization Manual and Student Handbook. Officers are responsible for ensuring that organization activities remain within the stated guidelines contained in these documents.
6. Students cannot hold a major office in more than two clubs or organizations at one time.
7. Exhibit appropriate behavior at OCCC affiliated events, including both on and off campus activities.

TLC: The Leadership Council

The Leadership Council (TLC) is one of the official ways for student voices to be heard by college administration. Each club or organization has one representative voice at TLC. Representatives take information back to club meetings and also have the opportunity to vote during official business. It is the responsibility of the club or organization to have a representative attend required TLC meetings.

- A TLC Representative may not represent more than two clubs or organizations at a TLC meeting.
- A club may have more than one individual share the responsibility of TLC Representative, but only one representative will be counted at each TLC meeting and the club only gets one vote.
- If a club or organization is unable to have a representative attend a TLC meeting, a proxy from another organization may go to represent them.
- Executive Board Members can not represent their individual clubs in TLC meetings.
- Showing up late or leaving early from a TLC meeting will negatively affect the attendance of the club. Representative must sign in on official roster for attendance at meeting to count.
- Attendance at TLC meetings is directly linked to club or organization funding. Clubs that miss one or more TLC meetings in one semester will not be granted funding the following semester. Clubs will be allowed to use funds already in their club accounts but will not be awarded additional funding at the beginning of the next semester when allocations occur.
## General Duties for Officers of Student Organizations

The following information is not inclusive of all duties and responsibilities of officers in various clubs or organizations. It is provided as a general outline of the type of duties which could be accomplished by the various positions. Regardless of position type all student officers should demonstrate leadership ability and strong organization skills. Clubs and organizations may have additional criteria for holding an office. Officer positions must be outlined in each club or organizations constitution.

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| **PRESIDENT**             | • Preside over regularly scheduled meetings.  
                            • Assign duties to committee chairs or officers.  
                            • Ensure the planning and promotion of activities proceed in a timely manner.  
                            • Assist members or officers in the implementation of events.  
                            • Attend Leadership Workshops for student organization officers.                                                   |
| **VICE PRESIDENT**        | • In the absence of the President, preside over regularly scheduled meetings.  
                            • Assist the President in responsibilities related to that office.  
                            • Consult with President on a regular basis.  
                            • Demonstrate leadership ability and strong organizational skills.  
                            • Attend the Leadership Workshops for student organization officers.                                                   |
| **SECRETARY**             | • Attend all regularly scheduled meetings.  
                            • Record minutes and take roll of the members.  
                            • Transcribe minutes of meeting within one week of the meeting.  
                            • Maintain a notebook of official meeting minutes throughout the year.  
                            • Attend the Leadership Workshops for student organization officers.                                                   |
| **TREASURER**             | • Attend all regularly scheduled meetings.  
                            • Meet with the Student Life on a regular basis to gather accurate budget information and prepare budget for end of semester Transition Report.  
                            • Serve as consultant to other club members relating to the budget, expenditures of funds, requisitions, etc.  
                            • Prepare and deliver a budget report at each regularly scheduled meeting.  
                            • Attend the Leadership Workshops for student organization officers.                                                   |
| **PUBLIC RELATIONS OFFICER** | • Attend all regularly scheduled meetings.  
                            • Oversee the disbursement of information to the Pioneer, Public Relations and other official information outlets.  
                            • Work closely with the Advisor and/or a Student Life Staff in all matters relating to the disbursement of promotional materials.  
                            • Assist in preparing promotional flyers and posters for club events.  
                            • Attend the Leadership Workshops for student organizations officers.                                                   |
| **THE LEADERSHIP COUNCIL REPRESENTATIVE** | • Attend all regular scheduled meetings of The Leadership Council  
                            • Serve as an active member of TLC  
                            • Represent the majority interest of your club at TLC meetings  
                            • Provide a TLC report at each club meeting  
                            • Gather supporting information from TLC business to take to your club  
                            • Find an alternate club member to attend TLC meetings in your absence                                                   |
## OFFICER LIST

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Funds & Fundraising

Club and organization funds are maintained and distributed through the Student Life Office. Accountability and good stewardship with college funds is the responsibility of all members. Clubs and organizations are responsible for knowing, understanding and following all policies the college and Student Life has in place for use of funds.

Funding will occur twice a year, after all encumbered funds have been settled and all accounts are reconciled. Clubs must have recognized status to receive funds during allocation periods. Bi-yearly allocations will be in addition to any funds banked in the individual club accounts from previous semesters. A club with revoked status will lose all funds in their club accounts. If the club chooses to reform they will start with a club account of $0.

Before any funds may be used, an event request must be submitted and approved. Funding may be affected if proper policies are not followed. The last available time to request funds for the FY2017 is May 12th, 2016.

Requesting Additional Funds

An official request must be submitted to Student Life if additional funds are desired. Funding is typically requested for large programming events, conferences or extended travel. Additional funds are based on availability, are not guaranteed and are reviewed on a case by case basis. Requests for funds must be submitted to Student Life eight (8) weeks before event dates. Depending on the type of request additional offices may be contacted to complete the request. It is important to make requests in a timely manner or processes may be delayed.

If the club or organization is asking for additional funds for travel they will need to fill out a Clubs and Organizations Travel Packet. Travel requests must be submitted 8 weeks in advance of travel date. Additional funds for travel will not exceed more than half the total cost of the travel.

When requesting funds make sure to submit the following information in a proposal format:

1. Overview of the event or program the funds will be used for.
2. Supplies or items the funds will be used to purchase, with a cost breakdown.
3. Amount the club or organization will be putting towards the event; clubs funding ability.
4. How the event will impact the club or the campus community as a whole if funded.

Fundraising

Fundraising projects must be approved by Student Life at least two weeks prior to the project start date. The purpose of the fundraiser and fund collected must be clearly stated on the event request. Clubs must clearly advertise to everyone the reason they are raising funds.

Fundraising events will be scheduled using the same process as other club events, Event Request System. Fundraising that requires the use of CU 1, 2 or 3, or that involves the community require eight weeks’ notice.
Things to remember when doing a fundraiser:

- Fundraisers will not be approved for more than two days each month/per club or organization.
- Fundraisers similar in nature to other clubs or organizations will not be scheduled at the same time on the same date.
- Start-up money, in the amount of $30.00, for a fundraiser is available through the Bursar’s Office, and must be returned to the Bursar’s Office after the fundraiser. Lock-boxes available through Student Life.
- At no time will funds leave the college premises. Funds must be kept in a secure location if it cannot be deposited directly after the fundraiser. Student Life or the Advisor's locked office are the only acceptable secure locations.
- Fundraisers cannot conflict with food service, bookstore operations or other college operations. When having food at events please remember the following:
  1. Food items must go through Consolidated Management for bid, unless it is an item they do not provide.
  2. For bake sales, baked goods may be made and brought from home.
  3. Items may be purchased at a grocery store, if it is going to be sold in a bake sale.
  4. Some exceptions can be made when it comes to 100% donated items, check with Student Life.

Popcorn Machine

The popcorn machine may be reserved by a club or organization for fundraising. Requests must be made at least two weeks in advance of fundraiser and is approved on availability. Failure to clean machine after use will result in future privilege being denied and a $50.00 clean-up charge that will be assessed to the club account.

Campus Solicitation

There will be no unauthorized solicitation on campus. For the purposes of fundraisers and promotional booths, once authorized, students and those involved in the event cannot approach others, but must be approached in order to distribute ideas or materials. Requests for solicitation must be made to Student Life prior to the event when asking for approval.

- Authorized solicitation will only be granted to student clubs and organizations, not individuals.
- All requests must be approved by Student Life. If approved, authorized solicitation may only occur with the specified area.
- Non-employees and students who violate this procedure will be escorted from campus by Safety and Security personnel.
- Students who violate this procedure will be reported to the Director of Student Life.
Donations

Oklahoma City Community College works closely with companies and members of the community on many different levels. Donations to the college are important and must be respected as such. Clubs and organizations need to remember they are a representation of the college and follow all donation procedures.

- In order to solicit donations from outside companies and businesses, clubs must first fill out an event request stating what you wish to do and why.
- Complete the Request to Solicit Contribution or Donation form prior to asking for any donations and submit to Student Life.
- If the Request to Solicit Contribution or Donation is approved, the club will be issued a donation letter on College letterhead from Student Life. This letter will identify your club and give a brief explanation of why you are trying to raise money. These are standard form letters; if any special information is needed, talk to Student Life.
- Make sure you maintain a list of businesses you asked for donations from and be sure to send Thank You cards from your club showing appreciation for their support.
- Violation of the solicitation for donations policy will result in corrective action for the club and/or individual.

Depositing Funds

A deposit of funds must be made within 24 hours, or next business day, of any event involving collection of funds. This applies to anything that deals with the collection of money, such as fundraisers, donations, membership dues, etc.

Deposits should be made in the Bursar’s Office.

- Present the Nard Code of your club and the money will be deposited. You can get your Nard Code from Student Life.
- The Bursar’s Office will give you a receipt.
- The receipt must be returned to the Office of Student Life in a timely manner.
- A copy of the receipt can be used to help the Treasurer balance the clubs budget for the end of semester Transition Report.
Purchasing Guidelines

Before purchases can be made, an event request must be submitted. Lack of important data can slow the process of purchasing approval. It is the clubs responsibility to provide all necessary information for the requisitions, such as vendor name, address, phone, email, etc., as well as specific information about the item or service that is to be purchased. Asking questions and understanding the process will help make purchasing an easier and sometimes faster process. If you have questions about purchasing contact Student Life.

If items for an event or activity are purchased with personal funds, member or Advisor, Student Life will not refund the individual(s). The purchase made is considered a donation to the club or organization.

When submitting an Event Request for a purchase the club will need to explain the following:

- What the purchase is for.
- The amount of funding needed.
- Where the supplies are to be purchased.

Rules to Remember

- Clubs and organizations can not spend more money than what is in their account.
- Purchases that violate the Student Code of Conduct or college policies are not allowed.
- Follow all timelines, as outlined in programming and travel policies when requesting funds.
- Reimbursements CANNOT be issued for unapproved purchases.
- If an Event Request is approved, a Purchase Order (PO) will be issued for the club. A PO is taken to the store and purchases are charged to the club account. Purchases can not be made without a PO.
- Businesses that do not currently hold an open PO with OCCC will require a request to be started. Allow two to four weeks for a PO to be generated and plan accordingly.
- New businesses that do not hold accounts with OCCC will require a Vendor form to be completed. Vendor information has to be submitted in full to Student Life before process can start. Allow process two to four weeks and plan accordingly.
- If a business does not have a current listed PO number and does not accept PO numbers, arrangements may be made to request reimbursement. Arrangements must be made with Student Life prior to purchase.
- Large purchases: Purchases over $5,000 require a bid. This process can take a longer time so please plan accordingly.

Sales Tax Exemption

- All purchases must be accompanied by a tax exemption.
- If tax is paid on a purchase for a club, the tax WILL NOT be reimbursed.
- The tax exemption form can be picked up in Student Life.
Reimbursements

Reimbursements will only be given when a store does not accept a PO. If an individual purchases an item(s) for the club or organization without an approved Event Request and approval for reimbursement the purchase will be considered a donation by the individual and is not eligible for reimbursement from Student Life.

- Event Requests must be approved BEFORE the purchase is to be made.
- Tax is not reimbursed.
- Reimbursements will only be given when a store does not accept a PO.

Requesting a Disbursement/Check

If a club or organization wants to donate money to an organization, cause or support an individual with a scholarship a request for disbursement/check can be made. Processing can take two to six weeks. Disbursements will be made for the exact amount.

Clubs must submit an Event Request with the following information:

- Amount of the Check
- Reason for the Request
- Name of person responsible for the check (Include their OCCC ID number)
- Name of individual/organization receiving funds
- Additional information may be requested after review of Event Request is made
Programming with Value

To maintain active status clubs and organizations are required to program in the areas of the 5 Values. The 5 Values align with the mission and vision of Oklahoma City Community College. Programing with Values helps student leaders continue to develop into positive well rounded individuals and productive members of the college community.

Each semester clubs are required to plan and execute three programs, events, or projects that cover areas in the Values. Three values must be covered in the fall and three values must be covered in the spring. If a club or organization fails to meet this programing requirement in a semester their club status will be under review and may result in probation and or the club status being revoked.

The 5 Values are:

- Innovation: Creative and forward-thinking
- Integrity: Honest, ethical, and respectful to all
- Diversity: Embrace and appreciate the value of differences
- Stewardship: Wise and efficient use of resources
- Accountability: Data-driven evidence of mission accomplishment

Each semester Student Life requires the value of Accountability through the Transition Report. Therefore, clubs need to pick two other Values to program with during the semester. Every Value will be covered between the fall and spring semester. Clubs and organizations are welcome to do more than three programs in a semester but are only required to do three for the Transition Report. The Event Request Form will continue to be the avenue for planning programs, events, and supplies in the area of the 5 Values.

Examples of programs, events or projects involving the 5 Values

Innovation: Events that will impact the future of the club, members or OCCC community, service learning activity.

Integrity: Guest speaker talking about ethics, fundraiser for a cause related to club mission, service learning activity.

Diversity: Visiting a museum, teaming up with a different group do a program or activity, service learning activity.

Stewardship: Budget workshop with Student Life, fundraiser for the club, semester plan with Student Life, service learning activity.

Accountability: End of semester Transition Report.
Planning and Scheduling

Safety and security of students, faculty and staff is first priority. Student Life must be aware of all activities clubs or organizations are doing. All events requested by a club or organization must be approved by Student Life before any action may take place. Unapproved events or meetings can result in, but not limited to, suspension, probation or revoked club status. **Clubs that fail to properly follow outlined procedures when planning activities or events will result in club funds being frozen for 3 months.** Individuals may also be held accountable under the Student Code of Conduct. Off campus events or activities must have a Advisor in attendance, or they will not be approved. Make sure to follow all policies regarding Advisors when traveling.

For special events in the College Union, students will want to plan at least eight weeks in advance. Location is dependent on availability at time of request. Meetings and activities should be held during College hours of operation. Events scheduled when College is closed or off campus must be approved by the Director of Student Life. No events planned for days when will the college is closed or off campus will be considered without a submitted event request form.

To request approval for an activity, meeting or supply, organizations must complete the online Event Request located at [http://occc.edu/studentlife](http://occc.edu/studentlife). The request form is under Club Resources: Club and Organization Event Request. **No event will be approved, outside of regular meetings, before the Club and Organization Fair is conducted each semester.**

*At times is may be necessary to relocate a club or organization to a new location for an event or activity. Student Life will contact the group and assist with the relocation process.*

### Dates and Timeline for planning events, activities or supplies

<table>
<thead>
<tr>
<th>Event type : Large</th>
<th>Things to keep in mind</th>
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<tbody>
<tr>
<td>Event requests for events of this nature must be submitted eight weeks prior to event. It is important to reserve space as far in advance as possible when planning for large events.</td>
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<thead>
<tr>
<th>Event type</th>
<th>Things to keep in mind</th>
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<tr>
<td>Any event requiring the use of advanced audio visual equipment</td>
<td>Details and locations list on event request form.</td>
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<tr>
<td>Banquets</td>
<td>Location and food orders reserved on time</td>
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<tr>
<td>Events involving travel</td>
<td>Travel packet completed on time, additional funds requested on time. Traveling students must be in good status.</td>
</tr>
<tr>
<td>Pinning or induction ceremonies</td>
<td>Request for materials and food submitted on time</td>
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<tr>
<td>Speakers, concerts or performances with large audiences</td>
<td>Details about locations and materials approved by Student Life ahead of time.</td>
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<tr>
<td>Any event requiring a contracted service agreement</td>
<td>Vendor information submitted on time and contracts signed before event</td>
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<tr>
<th>Event type : Small</th>
<th>Things to keep in mind</th>
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<tbody>
<tr>
<td>Event request must be submitted two weeks prior to event.</td>
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<tr>
<th>Event type</th>
<th>Things to keep in mind</th>
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<tbody>
<tr>
<td>Club meetings</td>
<td>Clubs may use one event request form to schedule a series of events as long as each event occurs during the same time of day and the same location.</td>
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Event Request: The 411

When filling out an event request there is specific information you will need for each of the various types of events. It is important to fill out event requests in a timely manner so that rooms, equipment, food, etc. can be successfully requested, if necessary. Clubs must submit an event request for all activities they do. Below is a checklist to help you plan.

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<th>Event Request Information</th>
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<tbody>
<tr>
<td><strong>Purchase Orders</strong></td>
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<tr>
<td>- Phone number</td>
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<tr>
<td>- Item Description &amp; Amount</td>
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<tr>
<td>- Company name</td>
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<tr>
<td><strong>Event/Fundraiser</strong></td>
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<tr>
<td>- Proposed date &amp; time</td>
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<tr>
<td>- Desired location</td>
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<tr>
<td>- Club name</td>
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<tr>
<td>- Money/PO request</td>
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<tr>
<td><strong>Vehicle Request</strong></td>
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<tr>
<td>(Only college employees are allowed to drive College Vehicles)</td>
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<tr>
<td>- Driver’s name</td>
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<tr>
<td>- Type of vehicle</td>
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<tr>
<td>- Number of passengers</td>
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<tr>
<td><strong>Reimbursements</strong></td>
</tr>
<tr>
<td>(Reimbursements must be preapproved by Student Life before purchasing occurs)</td>
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<tr>
<td>- Phone number</td>
</tr>
<tr>
<td>- Person being reimbursed</td>
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<tr>
<td>- Complete address</td>
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<tr>
<td><strong>Travel</strong></td>
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<tr>
<td>- Complete the Travel Packet- Available in Student Life Office</td>
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<tr>
<td><strong>Meeting Room Request</strong></td>
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<td>- Club name</td>
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<tr>
<td>- Set up</td>
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<tr>
<td>- Services required</td>
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<tr>
<td>- Audio/Visual needs</td>
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<tr>
<td><strong>Request Check or Disbursements</strong></td>
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<tr>
<td>- Club Name</td>
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<tr>
<td>- Student Name</td>
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<td>- Phone number</td>
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**Budgeting for Events**

It is good practice for organizations to create a budget plan for every event they schedule. A budget plan allows an organization to visualize the event details and understand the potential cost the event will incur.

**Five Step Budget Plan**

1. Set a maximum amount the organization is willing to spend on the event.
2. Identify all potential expenses that will be incurred to facilitate the event.
   - Food
   - Service Fees
   - Decorations
   - Awards
   - Print costs
   - General supplies
3. Research price ranges for each potential expense.
4. Set a spending limit for expenses listed.
5. Make sure that spending limits for each item fits within the maximum amount the organizations is willing to spend. Change limits if necessary.

If additional funding is required, the club or organization will need to follow the guidelines for requesting additional funds from the Office of Student Life.
Travel

Before making any plans for trips, clubs and organizations will schedule a meeting with Student Life to review the Club and Organization Travel Packet requirements and discuss their Education Exchange Agreement. The Travel Packet will outline all requirements of travel, including such items as forms to be completed, requirements of the organization member(s)/Advisor(s) and a travel timeline. Updates to information or corrections in the packet may delay the process. It is in the best interest of the club or organization to submit the Travel Packet completed in full 8 weeks prior to the date of travel.

Local travel request must be submitted at least two (2) weeks prior to scheduled trip. Long term or out of state travel requests must be submitted at least eight (8) weeks prior to scheduled trip. Both local and long term/out of state events must be approved by Student Life before it can be formally scheduled or promoted to organization members.

Out of state or overnight travel for the 2016-2017 academic semester is limited to clubs or organizations that have national affiliation requirements to maintain a chapter at OCCC. Travel is based on availability of club funds and will not be supplemented by Student Life.
Publicity and Communications

Posting Materials on Campus

Club Bulletin Boards are strategically placed around the campus and are the only locations where material can be posted for or by a club or organization. Only approved events may be publicized through flyers or posters. Clubs or organizations are responsible for removing posters and signs within 1 business day following the event.

Flyers/Posters cannot be attached to walls/areas with any of the following:
- Thumbtacks
- Straight pins
- Tape
- Glue

Flyers/Posters may not be hung on:
- Wooden or glass doors
- Windows
- Any painted surfaces
- On cement columns around campus

NOTE: Violation of the above rules can result in corrective action

Stands

Clubs and organizations may use the advertising stands from Student Life for advertising, if available. Stands are first come, first serve and posters may be removed in the case of a need for a campus event.

- Limit two (2) stands per event, based on availability.
- Stands may only be used 24hrs ahead of requested event.
- Stands must be checked in and out through the Student Life office. Stands must be returned to the Student Life office within 30 minutes of event ending.

Duplication and Printing

Duplication and printing of flyers/posters can be done with assistance from Student Life, with advance notice. Printing requests must be submitted to Student Life in electronic form. Please send electronic copies for prints to Studentlife@occc.edu. Clubs and organizations are not permitted to print from Student Life computers.

Printing in Student Life is limited to 10 8” X 11” black and white copies per event or 5 8”x11” colored copies per event can be made in Student Life. Print jobs over 10 B&W and 5 colored will be sent to the print shop at the cost of the club. Please allow at least two to three weeks for large tasks.

Club Mailboxes

Club mailboxes are located in Student Life. Mailboxes should be checked at least once a week. Mailboxes may be used to advertise, promote club events and fundraisers to other clubs and organizations. Student Life and TLC, along with other departments, regularly place important information in mailboxes.

Mail-Outs

If a club or organization desires to send out information via mailing please contact Student Life for assistance. Clubs or organizations will not be reimbursed for the cost of postage for mailing.
Club and Organization Resources

Student Life has resources available for use by officers and members of clubs and organizations. Resources are located in the Office of Student Life, near entry 3 in the Main Building. These resources provide assistance in achieving club goals. This area is provided so club and organization members may conduct club business and is not intended for personal use. If officers or members violate the purpose of the resources or disrupt Student Life operations they may be asked to leave.

**Resources include:**
- Telephone
- Computers
- Storage space
- Office supplies, based on availability (tape, stapler, hole punch, envelopes, etc.)
- Club mailbox
- Meeting space, based on availability

**Staff Assistance**
Student Life is available to assist students during regular business hours with computers, completion of forms, use of supplies, etc. More specific questions about particular procedures or activities may need to be answered by a Student Life member during a scheduled meeting.

**Student Leader’s Responsibility**
Student leaders are expected to manage resources wisely, including cleaning up after themselves, returning supplies, etc. We ask that mutual respect be given to Student Life staff and a professional order of conduct be maintained.

**Office Hours**
Monday - Thursday 8a.m. to 5p.m. and Fridays 8a.m. to 5p.m. Hours may be limited based on campus closings or special events held by Student Life.

**Assessment and Evaluation**
Assessment and evaluation is important in determining the effectiveness of programs and events by clubs and organizations. Clubs should create event summaries and establish program outcomes for each event or program. Clubs should also have each program participant fill out an evaluation at the conclusion of the program. Clubs and organizations should use the feedback generated by the evaluations to assess the program or event, and make changes to ensure the program is effective. Clubs should gather feedback from club members to assess the effectiveness and efficiency of the club. For more information on creating a program, event, or club evaluation, please contact Student Life.
Resources

The following resources and tools are to assist clubs and organizations with club and leadership development. Clubs are encouraged to use the information as references and adapt the structure for their individual club or organization needs. If additional help or resources are desired contact the Student Life.

Running a Club Meeting

Student clubs are encouraged to have regularly scheduled meetings. This is an example of an agenda that may help you run your first meeting.

1. Call to Order (1 minute)
   * Officially start the meeting

2. Introduction & Welcome (5 minutes)
   * President welcomes members to the meeting

3. Treasurer’s Report (5 minutes)
   * Treasurer gives report of account balance and provides an update on the financial status of the club

4. Secretary’s Report (5 minutes)
   * Secretary provides summary of last meeting.

5. Old Business (10 minutes, if necessary)
   * President leads discussion of any business that was not decided during the last meeting.

6. New Business (20 minutes)
   * President leads discussion of new business and members votes, if needed

7. Schedule Next Meeting (5 minutes)
   * Club decides when and where the next meeting will be held.

8. Adjournment (1 minute)
   * Meeting is closed

Each student club or organization is encouraged to develop their own strategy for running a meeting. Clubs should create a meeting agenda for each meeting to ensure meetings are conducted in an organized and timely manner. Making agendas will also help when transitioning to new leadership at the end of the semester. Having this material will allow new leadership know what you did in the past.
Recruiting and Retaining Members

New and consistent membership is important to the success of a student club or organization. Student organizations will benefit greatly from devoting time and energy to the recruitment and retention of members.

TIPS FOR RECRUITING NEW MEMBERS TO AN ORGANIZATION

- Take advantage of Student Organization Fairs, held during the second week of Fall and Spring Semesters. Organization fairs offer an opportunity to solicit interest amongst OCCC students at a time when many individuals are eager to get involved.
- Provide convenient opportunities for students to learn more about the club. Offering an email contact or a Facebook page are quick and simple ways for interested students to find information.
- Make the student organization a “familiar face” on campus. The more an organizations hosts events, publicizes meetings, and shares information, the more likely students will feel comfortable becoming a part of it.

TIPS FOR RETAINING MEMBERS IN A STUDENT ORGANIZATION

- Organization leaders should make an effort to correspond individually with members of his/her organization. Taking the time to make contact on an individual level shows members that they are important and valued. The more members feel valued, the more likely they will continue to participate in the organization.
- Offer social opportunities within the organization. These can be as simple as a 15-minute ice-breaker or as involved as an off-campus kayaking trip. Social opportunities allow members to build relationships with one another and it will increase their sense of belonging to the organization.
- Offer opportunities for members to take on responsibilities within the club. The more members are involved with the planning of organization events and/or the upkeep of the organization’s goals, the more likely they will be to continue their membership.

Literature

Resources for clubs are available in Student Life that will assist with:

- Fundraising ideas
- Sample constitutions
- Tips for recruiting and maintaining membership
- Ideas for community service projects
Voting: Robert’s Rule of Order

For a club or organization to make a formal decision the proper voting rules should be used. Roberts Rule of Order, also known as Parliamentary Procedure, is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert’s Rules of Order is the basic handbook of operation for most clubs, organizations and other groups. So it’s important that everyone know these basic rules.

Robert’s Rule of Order can be very strict and lengthy. This guide is to help with a basic idea on how to make a motion and the voting process to pass an item. If a club would like more in-depth training on the topic, contact the Office of Student Life.

What is a Motion?

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

What is a basic motion?

There are 4 different types of motions that can be used during a meeting. For the purpose of this manual and day to day function of clubs and organization we will discuss the Main Motion option.

Main Motions

The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

How are Motions presented?

1. Obtaining the floor
   Wait until the last speaker has finished.
   Rise and address the Chairman by saying, “Mr. Chairman, or Mr. President.”
   Wait until the Chairman recognizes you

2. Make Your Motion
   Speak in a clear and concise manner.
   Always state a motion affirmatively. Say, “I move we ...” and then insert your idea.
   Avoid personalities and stay on your subject.

3. Wait for Someone to Second Your Motion
   Another member will second your motion or the Chairman will call for a second.
   If there is no second to your motion it is lost.
4. The Chairman States Your Motion
   The Chairman will say, “it has been moved and seconded that we ...”
   Thus placing your motion before the membership for consideration and action.
   The membership then either debates your motion, or may move directly to a vote.
   Once your motion is presented to the membership by the chairman it becomes
   “assembly property”, and cannot be changed by you without the consent of the
   members.

5. Expanding on Your Motion
   The time for you to speak in favor of your motion is at this point in time, rather than at
   the time you present it. The mover is always allowed to speak first.
   All comments and debate must be directed to the chairman.
   Keep to the time limit for speaking that has been established.
   The mover may speak again only after other speakers are finished, unless called upon by
   the Chairman.

6. Putting the Question to the Membership
   The Chairman asks, “Are you ready to vote on the question?”
   If there is no more discussion, a vote is taken.

Voting on a Motion

   The method of vote on any motion depends on the situation and the by-laws of policy of the
   organization. It is important to consult the clubs or organizations constitution on what the voting laws are.
   Abstaining from a vote, or not voting, is allowed.

   There are five methods used to vote by most organizations, they are:

1. By Voice- The Chairman asks those in favor to say, “aye”, those opposed to say “no”.
   Any member may move for an exact count.

2. By Roll Call - Each member answers “yes” or “no” as his name is called. This method is used
   when a record of each person’s vote is required.

3. By General Consent - When a motion is not likely to be opposed, the Chairman says, “if there is
   no objection ...” The membership shows agreement by their silence, however if one
   member says, “I object,” the item must be put to a vote.

4. By Division - This is a slight verification of a voice vote. It does not require a count unless the
   chairman so desires. Members raise their hands or stand.

5. By Ballot - Members write their vote on a slip of paper; this method is used when secrecy is
   desired.
# Setting S.M.A.R.T Goals

Planning for the future can be difficult but using SMART goals can make the process easier. Using SMART goals each time the organization is planning for an event or program will help the group stay focus and make sure their ideas are realistic. The following steps will assist you with short and long term planning for your organization.

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<tr>
<th>Step</th>
<th>Definition</th>
<th>Tips</th>
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| **Specific** | A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six “W” questions. | • Who: Who is involved?  
• What: What do I want to accomplish?  
• Where: Identify a location.  
• When: Establish a time frame.  
• Which: Identify requirements and constraints.  
• Why: Specific reasons, purpose or benefits of accomplishing the goal. |
| **Measurable** | Establish concrete criteria for measuring progress toward the attainment of each goal you set. | To determine if your goal is measurable, ask questions such as......  
How much? How many?  
How will I know when it is accomplished? |
| **Attainable** | Identify goals that are most important to the club, you begin to figure out ways you can make them come true. | Developing the attitudes, abilities, skills, and financial capacity to reach the goals. The group starts identifying previously overlooked opportunities to bring them closer to the achievements of their goals. |
| **Realistic** | A goal must represent an objective toward which you are both willing and able to work. | A goal can be both high and realistic; the club is the only ones who can decide just how high the goal should be. But be sure that every goal represents substantial progress. |
| **Timely** | A goal should be grounded within a time frame. With no time frame tied to it there’s no sense of urgency. | If you anchor it within a timeframe, “by May 1st”, then you’ve set your unconscious mind into motion to begin working on the goal. |
# SEMESTER PLANNING SHEET

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<tr>
<th>CLUB NAME</th>
<th>DATE</th>
<th>CURRENT CLUB CONSTITUTION ON FILE WITH STUDENT LIFE?</th>
<th>YES</th>
<th>NO</th>
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<td>Current Officer List on file with Student Life?</td>
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<td>If not, by what date will it be updated?</td>
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<td>TLC Rep. information on file with Student Life?</td>
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<td>Advisor Contracts on file with Student Life?</td>
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<td>If not, by what date will it be updated?</td>
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<td>Will you participate in the Student Org. Fair?</td>
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<td>What is your Value Programs this semester?</td>
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<td>How many Events will you do this semester?</td>
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<td>How many Service Events will you do this semester?</td>
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<td>How many Fundraisers will you do this semester?</td>
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# REQUEST TO SOLICIT DONATIONS

Before you speak to a company representative, you must obtain the approval of the Director of Student Life. Please submit this form to Student Life at least two (2) weeks before you plan to request contributions.

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<tr>
<th>CLUB NAME</th>
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Name of Activity or Event: 

Purpose and Date of Activity or Event: 

If funds are generated from the sale of donated items, how will the money be used? 

Name of Officer Submitting Request: 

Advisor's Name: Advisor's Signature: 

Please list the businesses you plan to visit, with the addresses and items you plan to request.

<table>
<thead>
<tr>
<th>Business</th>
<th>Address</th>
<th>Item(s) being Requested</th>
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For Internal Use Only

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<tr>
<th>APPROVE</th>
<th>DENY</th>
<th>Director of Student Life</th>
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After club elections are completed, outgoing officers and new officers will want to ensure a smooth transition for the club. This will involve training for new officers and closure for the semester.

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- Submit Transition Report and Update Officer List with Student Life.
- Share files and related information about each position with the new officer.
- Train new officers on processes and procedures related to the club constitution.
- Train new officers on processes and procedures related to the Office of Student Life.
- Make introductions to Campus Resources
  - Advisors
  - Student Life Staff
- Review Organization Manual
- Review Budgets and Funding
  - What are the college purchasing procedures?
  - What is the financial status of the organization?
  - Which fundraisers worked? Which did not?
- Meeting Schedule: Maintain or Change?
  - Time: ________  Location: ________
  - Day: ________  Frequency: ________
- Review Past and Future Club Events
  - Which events are club traditions?
  - Which events should be continued / discontinued?
  - What are the planning timelines?
- Update membership list
- Important dates to remember
  - Leadership Workshop(s)
  - Org. Fair (FA)
  - Transition Report(s)
  - TLC Meetings
  - Club Elections
  - Club Awards Lunch