Dear Student Leader,

Associated Student Government (ASG) would like to take this opportunity to welcome and introduce you to Southwestern Oregon Community College’s Clubs and Organizations! Southwestern Oregon Community College’s Clubs and Organizations are a great way to get involved and connected to other people in the community. You will find everything you need to know about joining a club or starting a club here at Southwestern in the following pages.

If you find that you are missing something or have additional questions or need help with anything please don’t hesitate to get in contact with any member of student government or the Coordinator of Student Life and Events. As a club or organization you have a dedicated student government director at your service. The Clubs Director will be your contact and will help you navigate the process of creating a new club or finding a club that is suited to your interest. This year your Clubs Director is Carrie Griffith and his office can be found in Empire 203 (the clubs room).

ASG wants you to succeed in everything you do. We have numerous resources to help you accomplish those goals. Please take a moment to read through the following pages and acquaint yourself with some of the policies and procedures at Southwestern Oregon Community College that can affect you and your club.

Sincerely,

Alexis Horn  Charlie Kloss  Nathan Helland
ASG Clubs Director  ASG President  Coordinator for Student Life
Get to Know the Staff

Office of Student Life

Coordinator of Student Life and Events: Nathan Helland

541-888-7316
Nathan.Helland@socc.edu
Empire Hall 205

ASGSWOCC

The Associated Students of Southwestern Oregon Community College includes all enrolled students attending Southwestern Oregon Community College. Associated Student Government (ASGSWOCC) is provided with a budget from the general fund and student activities fees.

The mission of the ASGSWOCC shall be to improve and enhance the lives of students that attend SWOCC by advocating and informing the students through:

✓ The education of student rights, campus policies and procedures;
✓ The encouragement of social expression, cultural awareness, and community outreach;
✓ The promotion of civic engagement;

And by representing the Student Body to the community, administration, faculty, and the staff, in order to better serve the body and sub-organizations under the governance of the ASGSWOCC.

President:
Charlie Kloss
asgresident@email.socc.edu

Vice President:
Frank Moreno
asgvicepresident@email.socc.edu

Secretary:
Kylee Bruder
asgsecretary@email.socc.edu

Communications Director:
asgcommunications@email.socc.edu

Volunteer Services Director:
Tim Edingfield
asgvolunteers@email.socc.edu

Sustainability Director:
asgsustainability@email.socc.edu

Activities Director:
Kaitlyn Fallon
asgactivities@email.socc.edu

Clubs Director:
Alexis Horn
asgclubs@email.socc.edu
WHY GET INVOLVED?

STUDENT CLUBS AND ORGANIZATION WHAT IS THE PURPOSE

Student Clubs are a great way for students to get involved in the campus life. Student Clubs allow for students to connect academic and vocational learning with their personal life. This connection allows the student to apply the theory and skills they have learned in the classroom to a community environment. Through this process students develop leadership and time management skills and have the opportunity to work with other individuals in developing a vision and planning events and activities. They further learn the skills to move from the planning stage to carrying out their vision. Additionally, student clubs connect students to the broader campus and other students with similar interests.

DEFINITION OF A CHARTERED/RECOGNIZED CLUB

A chartered student club is any student club which has been officially recognized by the Associated Student Government of Southwestern Oregon Community College (ASGSWOCC). There may be some clubs operating on campus that have not been officially recognized by ASGSWOCC. These clubs are ineligible to receive funding or support from ASGSWOCC or be granted the benefits of being a chartered/recognized student club. It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President of Administrative Services in Tioga 512. Phone 541-888-7206 or TDD 541-888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator.

BENEFITS OF STUDENT CLUBS ORGANIZATIONS

Student Clubs at Southwestern are a great asset. They benefit students, instructors and staff members and the college as a whole. Below are some of the ways that student clubs benefit the different groups here at Southwestern

Students:

- Develop leadership skills: problem solving, communication, time management, conflict management, facilitation of meetings
- Learn to apply classroom knowledge to life experiences
- Learn to work as a team
- Expand your skills of working with diverse student populations
- Enhance self-esteem
- Connect with campus and community members
- Use of college name through Student Government.
- Use of the college facilities without charge.
- Access to a club mailbox through the Student Government office.
Co-sponsorship of activities through Student Government.
Access to campus publications (such as the Southwester) for publicizing meetings, activities, and events.
Access to college fiscal management, including the safekeeping of club funds, writing of checks, and monthly account status reports.
Opportunity to participate in club fairs.
Listing in club brochure
Opportunities for fund raising.
Advisor support.

Instructors:

- Engage with students outside the classroom
- Help students apply and develop skills learned in the classroom
- Increase connections to campus and community partners
- Expand learning opportunities for students

College:

- Development of good public relations fostered through student club programs
- Recognition of the college and its students
- Involvement of community members
- Engaged students are more likely to succeed and complete their programs

OFFICIAL CLUB REQUIREMENTS

RIGHTS AND RESPONSIBILITIES OF THE CLUB

Clubs like individuals have certain rights and responsibilities. It is important that as a club you understand each of those rights and responsibilities.

RIGHTS:

- The right to use the name of the college or ASGSWOCC in connection with the club or organization
- The right to conduct fundraisers
- Use of the college’s financial services
- Use of facilities and space on campus for club functions
- The right to engage in events and activities on campus

RESPONSIBILITIES:

Just as a club has rights a club also has responsibilities. A club is considered a part of ASGSWOCC and as such clubs are responsible for adhering to, ASG constitution, bylaws, this Clubs Handbook, the Student Rights and Responsibilities, and Student Code of Conduct and Southwestern Oregon Community College Policies and Procedures.
WHAT IF I WANT TO START A CLUB THAT DOESN'T ALREADY EXIST ON CAMPUS?

If you aren’t satisfied with what is already available, and if you have an idea you think others will rally around, GO FOR IT!!! At this point you may want to start a new club. The following should be considered when starting a new club:

PURPOSE:

✓ How do you define your organization?
✓ What are your proposed goals?
✓ What do you hope to accomplish?
✓ What students do you hope to attract to your organization?
✓ Who will be your faculty or staff advisor (requirement for all official organizations)?
✓ What makes your group unique?

STRUCTURE:

✓ Will this be a formal, long-term group or are you forming to work on a particular one-time only issue and/or activity?
✓ What officers will you have? (Pres., V.P., Treas., Sec., Chairperson, etc...)
✓ How will they be selected and for how long?
✓ Who often will you meet?
✓ Will membership be open to all (required at Southwestern, except for those clubs with certain requirements)?
✓ Will members be required to pay dues?

We suggest you set up a meeting with the Associated Student Government Clubs Director and the Coordinator for Student Life and Events to assist you with the process of starting a new club.

HOW TO GET STARTED

If you think you have the drive and the leadership skills to get your group off the ground, then you’re ready to start the process. Becoming an officially recognized organization at Southwestern Oregon Community College is fairly easy.

YOU MUST:

✓ Complete a Club Charter Application/Renewal Form (see sample).
✓ Provide a constitution (see sample).
✓ Have an Advisor who is a full or part time faculty or staff person at Southwestern.
✓ Provide a list of ten registered Southwestern students who are interested in participating in the club.

The above information should be submitted to the Associated Student Government Club Director. He/she will review it and then submit the application to the Associated Student Government for approval. Following
approval, the Coordinator for Student Life and Events will establish an account in the business office for the club.

**CLUB MEMBER STATUS**

- Clubs may have non-students as members, as long as at least 10 of the members are currently enrolled Southwestern Oregon Community College Students.
- Club funds can only be utilized for those members who are currently enrolled students of Southwestern Oregon Community College.
- Club Officers must be currently enrolled Southwestern Oregon Community College Students.
- Voting members of a club at the least be currently enrolled students. Clubs may include other criteria for members to be considered voting members.

**CLUB ADVISOR STATUS**

- A club advisor must be a full-time or part-time faculty or staff member of Southwestern Oregon Community College.
- Associated Student Government recognizes the individual(s) who has signed the advisor acceptance form as the official advisor for the club.
- Clubs may reach out to individuals who will serve the club as a community resource. These individuals are restricted in their ability to assist the club in official College functions. These functions can include arranging to use campus facilities, sign official paperwork or travel (as the advisor) with the club. Club funds may not be used to pay for the expenses related to the community resource individual.

**MAINTAINING YOUR STATUS AS A CLUB**

- Clubs must attend at least one ASG meeting a term (excluding summer) in order to be considered active.
- Clubs must attend Clubs Rush each term.
- At least 10 of the club members must be active students attending Southwestern Oregon Community College.
- Clubs must submit an event activity form to ASG each term (excluding summer) in order to be considered active.
- Clubs must renew their charter each year to remain active.
- Additional requirements may be required for clubs who are seeking funding from Associated Student Government.

**CLUB INACTIVITY**

- A club is considered inactive if the club fails to attend at least one Associated Student Government meeting each term.
- If a club fails to resubmit their club charter each year.
- If a club fails to complete at least one event form each term.
FUNDING ASSOCIATED WITH INACTIVE CLUBS

✓ If a club with an established club account is inactive for two consecutive years, all funds in the club account will be returned to Associated Student Government.
✓ A newly chartered club which fails to keep their charter current in the term immediately following their chartering date, will have any moneys provided by Associated Student Government revoked and any fund raising dollars will be returned to Associated Student Government.

REVIEW OF A CLUB

Associated Student Government conducts a yearly review of all clubs in order to verify club activity and to ensure that the charter is up-to-date. The review may include the submission of a term/yearly reports of all club activities.

In addition, Associated Student Government has the right to review the activities of a club and may, for cause:

✓ Put a club on probation
✓ Suspend a charter
✓ Revoke a charter

Reasons for probation, suspension and or/charter revoking includes (but is not limited to):

✓ Lack of student support;
✓ Repeated failure to adhere to federal, state and local regulations regarding college club funds, including, but not limited to Southwestern Oregon Community College policies and procedures, Associated Student Government Constitution and Bylaws, and the Associated Student Government Club Handbook;
✓ Inappropriate use of college resources;
✓ Improper use of club funds;
✓ Excessive student code of conduct violations

Clubs may appeal probation, suspension and charter revoking decisions to the Coordinator of Student Life and Events. If satisfactory outcome is not attained, a final appeal may be made to the Dean of Student Services.

CLUBS BUDGET INFORMATION

CLUB ACCOUNTS

Once a club is chartered an account is set up with the Southwestern Oregon Community College Business Office by the Coordinator of Student Life and Events. To get your club account number please see the Coordinator of Student Life and Events. **College policy requires all club funds be kept in campus accounts.**

Each club should have a designated member who is responsible for maintaining the clubs financial records. The advisor may request a printed record of deposits and withdrawals. Please contact the Coordinator of Student Life and Events.

Funding from Associated Student Government
Associated Student Government sets aside a portion of their budget to support the activities of clubs. For a club to receive funds from ASG they must request the funds from ASG during a formal meeting. A funds request form needs to be submitted every time.

**FUNDING**

- All clubs are eligible to receive $100 a term from ASG.
- ASG will match fundraising up to $250 for the academic year.
- All clubs are eligible for an additional $50 if they participate in New Student Orientation and Spring Fest.
- If clubs need additional support for a special project they may request those additional funds. There is no guarantee that they will receive the funds.

**REQUIREMENTS FOR RECEIVING FUNDS**

- To receive the $100 a term a club must:
  - Have an approved current charter.
  - Must attend at least one ASG meeting.
  - Must attend Clubs Rush.
  - Must submit a request for funds form to the Clubs Director.
- In order to have the fundraising match; it must be approved by ASG prior to the fundraising event.
- Additional funding may be proposed to the ASG board only at ASG meetings and require the request for funds form.

**DEPOSITS:**

Deposits should be made directly to First Stop in Dellwood Hall. No special deposit slip is necessary. You will need to know your account number to make a deposit. A receipt will be provided once the funds have been deposited into the clubs account. These deposit slips should be retained by the club to verify the deposit was made.

**WITHDRAWALS—REQUISITIONS**

All requisitions will need to be submitted by the advisor. Each advisor may develop a specific process for the club to get the information to him/her regarding the use of club funds.

All requisitions need to be approved by the Coordinator of Student Life, Executive Director of Enrollment Management, Dean of Student Services, and Vice President of Instruction and Student Services. It is imperative that a club submit their requisition in a timely fashion to receive the funds on time. Please allow for at the very least two weeks.

Requisitions are all entered online through mylakerlink on the Advisor’s mylakerlink account. If the Advisor does not have access to the account please contact the Coordinator of Student Life and Events for access.

**WHAT CAN BE PURCHASED WITH CLUBS FUNDS**
Funds may be used for the following (this is general outline and is not inclusive). If you have questions regarding a particular purchase please contact the Coordinator of Student Life and Events.

✓ Personal Service Contracts: For special and technical services provided in such areas as guest speakers or performers (please contact the Coordinator of Student Life assistance with these contracts)
✓ Equipment: Furniture, media equipment, computer terminals, PC systems and other software to be used specifically by student programs and activities.
✓ Supplies: Paper and general office supplies, paint, and paint brushes.
✓ Decorations for events and activities
✓ Travel: Travel expenses for college van, vehicle rentals, train and airplane transportation, lodging, and meals during trips away from campus may also be provided. (Please contact the Coordinator of Student Life assistance with travel requests as there is additional paperwork that needs to be completed).
✓ Entry and Registration Fees:
✓ Membership Dues
✓ Copyright costs
✓ Awards: trophies or certificates
✓ Food for events: If an event is occurring on campus all clubs must go through dining services. Dining Services has first right of refusal.

WHAT CAN NOT BE PURCHASED WITH CLUBS FUNDS

Recognize that these funds are to be used to serve the students of Southwestern Oregon Community College. It is important when purchasing items that you keep in mind how what you are purchasing benefits the students of SWOCC. Following is a list of items that are strictly prohibited from using club funds on.

✓ Alcohol
✓ Food or beverages from off campus business for an on campus event without prior approval from dining services

CLUB DIRECTOR AND LAKER STUDENT CLUB BOARD

Associated Student Government Clubs Director

This year’s Clubs Director is Alexis Horn; she may be contacted via email at asgclubs@email.socc.edu. The office of the Clubs Director is located in Empire Hall, room Lakeview D.

DUTIES OF THE CLUBS DIRECTOR ARE:

1. The Clubs Director shall be the liaison between campus clubs and ASGSWOCC
2. The Clubs Director shall attend at least one meeting or activity of each recognized club.
3. The Clubs Director shall be responsible for all campus club functions that occur.
4. The Clubs Director shall be responsible for communication with all clubs.
5. The Clubs Director shall be responsible for working with the ASG SWOCC Advisor to create a training session during fall term.

6. The Clubs Director shall be responsible for organizing a Clubs Rush by the third week of fall, winter, and spring term.

7. The Clubs Director shall be responsible for having Clubs Charter/Renewal forms available for those who want them.

8. The Clubs Director shall be responsible for filing all paper work of Campus Clubs.

9. The Clubs Director shall be responsible to maintain a record of all financial transactions between clubs.

10. The Clubs Director shall be responsible for maintaining the club's board in the Empire Hall lobby.

11. The Clubs Director shall be responsible for reviewing the clubs formation and funding process yearly, to see if any revisions need to be made.

12. The Clubs Director shall be responsible for organizing a thank-you for all club advisors and 1 member of the club.

13. The Clubs Director shall assume other duties as needed.

**LAKER STUDENT CLUB BOARD**

The Laker Student Club Board is an opportunity for student clubs gather and discuss events, activities, successes, and challenges they are encountering. This is a great place for clubs can exchange information and promote participation in club events and activities. It is also provides an opportunity for the Club Director to inform students of relevant issues affecting the college or club.

- It is important for a member of each club to participate in the Laker Student Club Board. Some of the decisions made by Associated Student Government depend upon student input and approval.

- **Laker Student Club Board Representatives** include at least one person from each active club. This Representative will be the person to report to the board what their club has been working on, questions they may have, or other information. The Clubs Director will serve as the chair of the committee and attend all meetings.

- The Laker Student Club Board will meet once a month. Date, time, and location will be communicated to the board via the Clubs Director.

- The Laker Student Club Board Chair (Clubs Director) will create an agenda for each meeting.

**FUNDRAISING**

**STEPS TO FUNDRAISING**

All Fundraising activities must adhere to state, local and federal laws associated with fundraising as well as college procedures related to fundraising. The college procedure related to fundraising is located in the appendix.
A member (preferably the individual in charge of the fund raising activity) of any student clubs, sponsored programs, and organizations associated with ASGSWOCC must meet with the Coordinator of Student Life and Events, or designee, prior to the event or activity to ensure the appropriate cash control procedures and fund raising policies are being followed.

The Club Advisor in charge of the fund raising activity is responsible for making sure all money collected is deposited into the appropriate account. If the fund raising is being use to meet the ASG matching funds a copy of the receipt needs to be submitted to the Coordinator of Student Life and Events.

All money needs to be processed in a secure area and kept in a locked/secure place at all times.

Checks and money orders are preferable to cash. All checks need to be made out to Southwestern Oregon Community College. In the memo section put the club or organization name.

All money needs to be submitted to First Stop as soon as possible. First Stop will process the money and enter it into the club or organizations account. First Stop will provide the individual depositing the money with a receipt showing the deposit of funds.

All funds need to be deposited into the account. No money can be paid to vendors without first going through the requisition process.

The Club Advisor or the Student Representative may be held accountable for any missing money.

DONATIONS

Clubs may solicit donations of material goods from local business including gift certificates. Any club interested in soliciting the community for donations must get prior approval from the Coordinator of Student Life and Events. A record of all donations received by the club must be received.

For material goods and gift certificates, a letter of intent must be provided to the business.

- The letter must include the purpose for which the donation will be used.
- Include the club name, contact information for the club and the college address.
- Must be signed by both the club advisor and the appropriate club representative.
- Letter must be approved by the Coordinator of Student Life and Events.

A letter of thanks with the item donated included must be provided to the business or community organization.

Please note ASGSWOCC clubs are unable to provide a tax deductible donation receipt. The thank you letter serves as recognition that the item was received. If a local business or organization is donating a large item and would like a tax deductible donation receipt please get with the Coordinator of Student Life and Events for the process.

CAMPUS RESOURCES

FACILITIES

Clubs have the ability to use a campus facility free of charge. The Club Advisor will need to schedule the room with campus facilities. The room reservation form can be found at mylakerlink under forms. Please
remember that rooms may be scheduled for other purposes. The sooner you get your room scheduled the more likely you will get the room you want.

MAKE SURE THAT THE ROOM IS AVAILABLE BEFORE YOU PLAN AND PUBLICIZE YOUR EVENT.

Empire Hall 207 and 204 are rooms that clubs can use without going through campus facilities. You will need to contact the Coordinator of Student Life or the Clubs Director to schedule the use of these rooms.

FACILITIES SET-UP:

The room reservation form will have a basic set up design, with a section for additional comments. Please list any request or set up needs you may have for your program, i.e. number of chairs and tables, additional garbage cans, podium, sound or media.

MEDIA SERVICES:

Media requirements should be noted on the request form. You will need to fill out an additional media request form which can be located at http://www.socc.edu/media/equipment_request.cfm

SECURITY:

Some events require additional security (when you fill out your program request form the Coordinator of Student Life will indicate if there is the need for additional security for your event). You will need to contact Campus Security to schedule the additional security for your event. If you have questions regarding this please contact the Coordinator of Student Life and Events.

FOOD SERVICES

Southwestern Oregon Community College has in house food service. All events occurring on campus must use campus dining and catering services for their food service needs. Contact Shannon Poynter at Shannon.poynter@socc.edu for your food service needs.

Note: Alcoholic beverages may not be served at any club meetings or events without the express permission of the College President. (Contact the Coordinator of Student Life and Events for further information).

MAIL AND PRINT SERVICES

Flyers, newsletters, mailings, copies, and other production materials can be provided through Mail and Print Services. Print Service Request forms need to be completed with the document that needs to be copied, etc. The form can be found at http://www.socc.edu/mailprint/pgs/print-info/forms/index.shtml. You can also fill out the form in the Mail and Print Services office located on the First Floor of Tioga Hall. You will need to know your club account number to utilize these services as they will be charged to your club account. Print Service forms have been included in the appendix of this document.

IF YOU HAVE ANY QUESTIONS REGARDING THE USE OF CAMPUS RESOURCES PLEASE CONTACT THE COORDINATOR OF STUDENT LIFE OR THE CLUBS DIRECTOR.
ASSWOCC: Associated students of Southwestern Oregon Community College.

ASGSWOCC Club Director: The chair of the Club committee and the ASG officer who works directly with the clubs.

ASG Constitution and Bylaws: The documents which gives the ASSWOCC, ASG and its related organizations its structure and authority.

Associated Student Government (ASG): Group of Students elected and selected by the students of Southwestern Oregon Community College to represent the interests of all students at SWOCC

Hold Harmless: A form identifying the risk associated with a particular activity.

ASG Office: The Glass Room Overlooking the Cafe in Lakeview D.

Budget Number: A ten-digit number which identifies a club “bank” account at the college.

Chartered Student Club: A student organization officially recognized by ASG.

Club Advisor: A Faculty or Staff member who agrees to be the official on-campus resource person or overseer for a chartered student club.

Club Charter: A form that must be submitted in order for a student organization to be recognized by the Associated Student Government as an official SWOCC Club.

Club Room: The Club Room is located in Empire Hall upstairs from the cafe in 207 and can be reserved for use by any club.

Club Service Funding: Club Funding is the money allotted to qualifying clubs once per quarter. This money comes from the Associated Student Government and requires the criteria be met outlined in the Club Funding packet.

Community Resource Person: An off-campus individual(s) who is a resource for the club, in addition to their on-campus advisor.

Coordinator of Student Life and Events: The college administrator who oversees the activities of ASG as well as its organizations and committees; the advisor to ASG.

Event Request Form: A document describing an event or activity in terms of who, what, where, when and why.

Facilities Scheduler: The responsible party for the scheduling of meetings and conferences in rooms on campus.

Student Programs and Activities: Functions recognized by the ASG Student Government and operated under regulations and procedures officially adapted by the Board of Trustees.

Travel Request Authorization Form: A form that must be completed and submitted in advance prior to any College-related travel.

Vendor Contract: Contract outlining the guidelines for a vendor on campus.

Volunteer Services Form: This form is used for students (who are not employed by SWOCC) who provide services such as driving a van for events and activities.

Volunteer Time Sheet: The form is completed by a volunteer to register his or her hours.

Travel Expense Report: A form that must be filled out following any College-related travel.
ORGANIZING YOUR CLUB

THE ROLE OF THE ADVISOR

Student club advisors are chosen for a variety of reasons. An advisor may be any or all of the following:

- New member of the faculty or staff given an opportunity to serve
- The most qualified faculty or staff member
- A faculty or staff member who is selected by students
- A faculty or staff member who wants the position

The individual who agrees to take on the responsibility is undertaking a valuable responsibility in promoting the role student clubs can play in developing student skills and confidence. Serving as an advisor to a student club provides opportunities to:

- Motivate and challenge students
- Increase knowledge and understanding of students outside the classroom
- See students successfully apply skills learned in the classroom
- Meet and work with leaders for the community and our campus in planning student club programs
- Meet professionally and socially with other instructors involved in similar activities
- Work with students from diverse backgrounds

As the club advisor you will be expected to advise your club programs and/or activities accordingly. The ASGSOCC Constitution and Bylaws, this Club Handbook, the Student Code of Conduct and Southwestern Oregon Community College Policies and Procedures will help guide you in appropriate club conduct. If you have any questions regarding your role or about an activity or event please contact the Coordinator for Student Life and Responsibilities.

REQUIREMENTS, ROLE, AND RESPONSIBILITIES OF THE CLUB ADVISOR:

- Advisors must be able and willing to work with students from a broad spectrum of backgrounds; from personal to cultural.
- Must help clubs navigate the policies, procedures, and laws that impact their specific club
- It is essential the advisor be able to make a commitment to the students.
  - This commitment comes through time, knowledge, and other available resources
- Familiarize yourself with the goals, procedures, and school policies pertaining to student clubs
- Encourage and stimulate involvement of all students
- Assist students in developing an understanding of group process and leadership skills
- Assist students in setting goals and creating plans for achieving the goals
✓ Ensure that members’ contributions and accomplishments are recognized
✓ You are acting on behalf of the college to support the students in their activities. It is important that you understand all policies and procedures of the campus, etc.
✓ Be thoroughly familiar with the nature and objectives of the club.
✓ Read the ASGSWOCC Club Handbook and be familiar with the policies and procedures described in the handbook.
✓ Attend Club meetings regularly
✓ Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds.
✓ Monitor good record keeping of all club events, meetings and plans. Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.
✓ Submit all expenditures through mylakerlink. The Office of Student Life will approve those expenditures through the normal approval process for campus.
✓ Attend all club trips and major events or make arrangements for another faculty or staff member to attend if you are unable to attend. (All Student sponsored events are required to have at least one staff/faculty member in attendance at all times during the event).
✓ Be aware of the expectations set forth in the Student Rights and Responsibilities, especially in regards to alcohol and other drug use at college sponsored events. Report any violations to the Office of Student Life (Coordinator of Student Life and Events).

ROLE AND RESPONSIBILITIES OF OFFICERS

The number of officers can vary from club to club. Officer positions for clubs usually include positions such as President, Vice President, Executive Assistant/Secretary, and Treasurer. Officer positions can also include specific titles such as publicity director, activities director, or other titles that may be specific for the particular club. Elected officers can form an executive committee under the guidance of the advisor, or on an independent basis with the club voting on rules, and then assume the leadership of the club. Officers are recommended but not required for a club to be officially recognized. Officers must be currently enrolled students of SWOCC.

GENERAL DUTIES OF OFFICER POSITIONS:

PRESIDENT:
✓ Provides direction and leadership for the club
✓ Calls and conducts meetings of the club and it's officers
✓ Prepares agenda
✓ Designates subcommittees
✓ Is aware of the financial affairs of the club
- Is familiar with the club constitution and enforces it
- Is familiar with all college policies and procedures governing clubs and club activities. Ensures that meetings are conducted in an orderly manner.
- Assists members in understanding rules of correct parliamentary procedures.

**VICE-PRESIDENT:**
- Serves as chairperson in the absence of the president or when the president wishes to speak from his/her personal position.
- Assists the president with the responsibilities of that office.
- Provides input in developing the meeting agenda.
- Acts as committee coordinator.
- Assists president in promoting club activities.

**EXECUTIVE ASSISTANT/SECRETARY:**
- Records and keeps the official minutes of all meetings; is responsible for the accuracy and completeness of the minutes.
- Is responsible for all correspondence of the club.
- Maintains the membership list and attendance roster.
- Maintains its club's scrapbook.

**TREASURER:**
- Develops the club's official budget.
- Conducts all business transactions of the club.
- Maintains the official fiscal records of the club.
- Collects dues.
- Makes financial reports at each meeting.
- Helps develop fund-raising strategies.

**PUBLICITY DIRECTOR:**
- Gathers and classifies club news.
- Prepares news articles for publication or broadcast.
- Sends reports of club activities to the state and/or national clubs.
- Publicizes club events.
ACTIVITIES DIRECTOR:

- Takes the lead coordination on events and activities the club maybe conducting.
- Reaches out to other clubs to coordinate on group activities

NOMINATION AND ELECTION OF OFFICERS:

Officers for a club do not necessarily need to be elected. Officers may be appointed or voted on by the club members. The club is responsible for coming up with its own process for acquiring officers. The nomination and election of officers is an important process.

THE FOLLOWING POINTS MAY BE HELPFUL:

- Discuss leadership qualities and the demands of each officer's positions. Stress that a leader must possess both ability and willingness to do the job.
- The president pro-tem of the club should appoint a student nomination committee. Members may also volunteer to run for office. Be sure nominees have agreed to be on the ballot.
- Encourage students to campaign or step up for office; this may increase interest and understanding for the officer's roles and responsibilities. Issuing campaign guidelines may be helpful.
- Check the ASGSWOCC Bylaws for a formal election procedure.
- Select students who are not on the ballot to count votes.

WORKING EFFECTIVELY WITH OFFICERS:

One of the most important things you can do to ensure a successful student club is to establish a good working relationship among the officers. After getting into office, the officers should hold regular meetings to keep up on the club's progress and events. All meetings should include formal meeting minutes.

MANAGING EFFECTIVE MEETINGS:

Meeting leaders typically face a two-fold challenge: getting the job done and attending to the person and interpersonal needs of group members. Good balance should be given to both in order for things to work as smoothly as possible. Here are some helpful tips:

PRIOR TO THE MEETING:

- Let members know when, where, and how long the meeting will be.
- Define goals of the meeting for yourself and with other officers.
- Prepare an agenda and have any necessary supplies handy and ready to go.

DURING THE MEETING:

- Be on time!
- Define objectives for the meeting
✓ Allow and encourage discussion, but keep it productive.
✓ Be creative.
✓ Clarify decisions made.
✓ Delegate responsibilities; define tasks and deadlines.
✓ Follow Robert’s Rules of Order when necessary.

REALITIES ABOUT MEETINGS:
✓ People are late. Feel free to build in a 10 minute “settling in period” prior to the meeting. Do not go back over information already covered.
✓ People love to hear themselves talk. The facilitator needs to work with individual members who may dominate the conversation. (Do this in private and not in front of the entire group). There are facilitator strategies that can help limit the amount a person speaks during a meeting.
✓ People love to share their experiences.
✓ People disagree.
✓ People have feelings.
✓ People have egos.
✓ Things almost always take longer than we think.

RECRUITING MEMBERS—GETTING THE WORD OUT:
✓ Have a kick off project
✓ Shadowing... teach the basics to newer group member
✓ Develop special committees... great for delegation
✓ Create a monthly or quarterly newsletter or calendar. This is a good way to keep the group going when you leave
✓ Hold events on campus.
✓ Make a brochure describing your group or issue and distribute it widely
✓ Make a pamphlet listing contact names and resources on campus, and in your local community.
✓ Advertise
✓ hold a rally
✓ Set up information or flyers around campus (make sure to get approval before hanging up flyers)
Programming is an essential part of being an effective club. Programming adds strength, purpose, advertising of the club, and may lead to more involvement with membership recruitment and retention.

Programming provides a bigger picture for clubs. It is essential for clubs to achieve quality rather than quantity of programs. Programs can be provided strictly for the Club’s own membership, Southwestern community, or the greater Coos Bay/North Bend Community.

Programming is the opportunity to become an educator and teach people things they might not have the opportunity to learn in the classroom. Programming can enhance the academic experience and facilitates the development of a whole well rounded individual.

Programming is about knowing the overall population’s needs and challenging them to become a more involved citizen.

POLICIES RELATED TO EVENTS ON CAMPUS

All student sponsored events must have a completed and approved programming packet turned into the Office of Student Life. Should this packet not be completed the Club may lose privileges or have additional disciplinary action. Programming packet is included in the Appendix and a list of the documents included is listed below.

- Event/Activity Request Form
- Institutional Sponsor Responsibility Acceptance Form
- Event/Activity Procedure Form
- Event Evaluation Form

TYPES OF ACTIVITIES OR EVENTS

CLUB ACTIVITIES MAY BE DIVIDED INTO FOUR BROAD CATEGORIES

- Social
- Service
- Fund Raising
- Professional (for vocational clubs)

SERVICE ACTIVITIES:

Encourage and provide resources for students to become more involved in the community. The service typically benefits the community in some manner.

- Visit hospitals, retirement homes
- Provide food baskets for needy families during the holidays
✓ Sponsor a voter registrations drive  
✓ Clean up campaigns  

**SOCIAL ACTIVITIES:**

Provide opportunities for members to enjoy each other's company. Often social activities can be combined with other types of events such as fund raising. Typically, these activities surround the club's topic area. Some examples include:

✓ Lecture series  
✓ Dances  
✓ Theme celebrations  
✓ Picnics  
✓ Bowling parties

**FUND RAISING:**

Fund Raising events allow for the club to generate money for the club. It helps pay for the service events, social events, and other general expenditures of the club. There will be a specific section dedicated to Fund Raising and the requirements associated with raising funds for your club. The following is a list of possible fund raising activities.

✓ Recycling cans  
✓ Car wash  
✓ Dances  
✓ Raffles

**PROFESSIONAL ACTIVITIES:**

These activities are specifically geared for the club's interest and help to develop the skills for a particular program of study. Examples include:

✓ Sponsoring business/industry tours  
✓ Inviting guest speakers for the particular topic  
✓ Sponsoring a career day  
✓ Blood drive or other health-related events

**HOW TO PROGRAM**

✓ Evaluate Your Population and Assess Their Needs  
  o State interests (surveys, conversations, suggestion boxes, etc.)  
  o Implied interests (what the population does, things you hear, etc.)  
✓ Generate Ideas  
  o Brainstorm individually and within the group  
  o Narrow down the brainstormed ideas
What will best serve your population?
Small successes are better than an extravagant flop!

✓ Make the arrangements
  - Check calendars to avoid conflicts, talk to others to see if that is a good day to do the program, STICK TO THE DATE!!!
  - Fill out an event planner
  - Take care of the details a head of time
    ▪ Call speakers
    ▪ Room reservation
    ▪ Refreshments
    ▪ Handouts
    ▪ Advertising

✓ Advertise
  - KEY to the program’s success
  - Be Creative
  - Put advertising WELL in advance!

✓ Presenting the Program
  - Set up, Clean up, and greet the presenters
  - Have Fun!!!
  - Ask follow-up questions if needed
  - Have resources available for the audience

✓ Evaluate the Program
  - Do a formal evaluation for your organizations historical file
  - Don't judge by the attendance alone! Was it meaningful, did it meet your assessed need and purpose?

✓ Send Thank-you Notes
  - Thank your presenters
  - Thank the audience and prep them for the next program(s) ideas, times etc...

ADDITIONAL PLANNING THOUGHTS AND QUESTIONS TO PONDER:

✓ Conflicts to Think About:
  - Holidays
  - Religious obligations
  - Test, midterms, finals, etc.
  - Annual/traditional events
  - Other major programs

✓ Facility Needs
  - Does the location meet your technical requirements (computers, TV’s, etc...)?
  - Is the space conducive to your intended use?
  - Is the location well known? If not how will you make it known?
  - Are their restrictions on the facility you will need to be aware of?
  - If food is part of the program are there requirements for catering to be involved?
✓ Details, Details:
  o Break the program down to workable details
  o Has each detail been accounted for/planned for
  o Do you have a back-up plan/date/ etc...
✓ Communicated Responsibilities:
  o Have the delegated tasks been properly communicated?
  o Put the tasks down on paper and make it available for all people involved.
  o Are the responsibilities understood by all involved?
  o Have deadlines been set? Does the group know the deadlines?
  o Keep in touch with everyone.
✓ Publicity Campaign:
  o Is it effective
  o Thorough
  o Creative
  o Is the planning of the publicity a group/individual task?
  o Are the outcomes of the publicity understood by all?
✓ Double Check everything
✓ Have you planned for the unexpected?
✓ What are the group’s expectations at the actual program?
✓ Have fun at the program!!
✓ Meet several days after the program to evaluate it... how could it have done better?

WHY PROGRAMS FAIL

✓ Poor Program design:
  o Didn’t take into account the needs/interest of the population, group organizing the program have negative/ pessimistic attitude towards the program.
✓ Lack of Support:
  o Lack of clear communication of the program’s goal/purpose to all those involved. The benefits weren’t properly laid out for the intended audience.
✓ Location/times:
  o Location is hard to get to, unknown, or too far away from the targeted population. Didn’t take into account for potential time conflicts with other opportunities the audience is interested in. The physical layout/ structure of the location is too uncomfortable/distractive.
✓ Disorganization:
  o The program presenter is unprepared or uniformed of the purpose/goals. Room/facility needs are not accommodated. Individuals didn’t follow-up on their “part”. Didn’t follow set guidelines or policy. No follow through by the coordinator.
✓ Publicity:
  o Wasn’t timely (up too soon/not soon enough). Put in awkward locations. Didn’t make good use of materials available. Wasn’t catchy enough. Too gaudy.
✓ Follow-up:
Didn’t find out if audience/group felt it was worthwhile. Didn’t recognize presenters. Coordinator didn’t recognize volunteers for their hard work in putting together the event (leads to a lack of motivation/want to continue their work.)

**EFFECTIVE MARKETING, ADVERTISING, AND PUBLICITY**

A good marketing/advertising program is essential if you want to get other students, the campus, and the community involved in your meetings and activities. Good public relations are the first step in gaining support. The purpose and benefits of the club should be stressed in all publicizing.

**WHAT EVENTS SHOULD BE PUBLICIZED**

- Club activities, services, fund raising, and professional activities
- Leadership workshops
- Guest speakers
- State and national conferences

**WHAT TO MAKE... GOOD PUBLIC RELATIONS TOOLS**

Good Public Relation Tools are essential for getting your clubs information out. Some suggested methods include:

- Ads for newspapers
- Activities Calendar
- Decals, Bumper Stickers, Buttons
- Displays and Exhibits
- Logo
- Teasers
- Postcards
- Word of mouth
- Flyers
- Posters
- T-Shirts
- Thank you letters
- Table Tents
- Press Releases
- Purchase Giveaways
- Visit Classes, other clubs, ASG meeting

**WHERE TO PUT YOUR MESSAGE ON CAMPUS**

All flyers and posters for campus posting must be approved by the Coordinator of Student Life and events ask the Clubs Director or Coordinator of Student Life and Events. Please see the attached Campus Posting Policy in the Appendix section for specific policies and procedures for posting on campus.

**THERE ARE SEVERAL WAYS TO GET YOUR INFORMATION OUT ON CAMPUS BELOW ARE SOME OF THE POSSIBILITIES.**
Campus bulletin boards
Club bulletin board
Laker Loo

PUBLICITY OFF CAMPUS

All clubs connected to Southwestern Oregon Community College must gain approval from the Coordinator of Student Life and events to post flyers, or other materials in the community. In addition any club looking to do a press release must first get approval from the Coordinator of Student Life and Events prior to sending out a press release.

TRAVEL AND TRANSPORTATION

All official club activities which take place away from campus must be approved in advance through mylakerlink. The club advisor must submit the travel request through mylakerlink. See the attached travel documentation in the appendix for the process of entering travel through mylakerlink.

- Only currently enrolled students may benefit from club funding while traveling.
- Advances/reimbursements for meals and lodging must comply with SWOCC BP7075 and APP7075.
- Following all travel, a Travel Expense Report must be filled out and returned to the Business Office.
- All students traveling must fill out the travel expectations form and the Hold Harmless form. A copy can be found in the appendix of this handbook.
- To reserve a vehicle whether it is a campus vehicle or a rental vehicle a travel requisition needs to be filled out through mylakerlink.
- Once the requisition for travel has been submitted the Advisor through mylakerlink, under forms will need to fill out the vehicle reservation form. The advisor will than receive confirmation of the reservation for the vehicle.

If you have questions or are uncertain regarding this process please contact the Coordinator of Student Life.

COLLEGE VEHICLES

The college motor pool has 11 passenger vans which you can use for any official club activity requiring transportation. Your club will be charged for the use of the van. To use the van your advisor or a college staff or faculty member must be present during the event at all times. Students are allowed to drive the vehicles, but any one driving the vehicle must be approved to drive. To be approved to drive a college vehicle:

- Fill out the request to drive form and return to Coordinator of Student Life and Events
- Schedule a time to take the driving test with Campus Security

SOME THINGS TO KEEP IN MIND REGARDING TRAVEL

RESPONSIBILITY OF PARTICIPANT:

- Be knowledgeable about the trip including any potential risks or hazards
- Disclose any potential medical, physical, or emotional concerns or needs to appropriate person(s)
✓ Agree to follow directions and meet all conduct expectations. (Students are required to follow the Student Code of Conduct at all college sponsored functions)
✓ Understand and sign Hold Harmless and Travel Expectation forms

RESPONSIBILITY OF ADVISOR:

✓ Determine risks and hazards of the trip
✓ Obtain any required forms (Hold Harmless, Travel Expectations) from all students who are participating
✓ Communicate to all participants any college policies or procedures and individual and group expectations
✓ If participants have disclosed any medical, physical, or emotional needs determine and take appropriate steps to address those needs.
✓ Provide appropriate level of guidance and direction during activity
✓ Know what to do in case of an emergency, accident, vehicle breakdown, etc.
✓ Provide appropriate information regarding the activity: location, what will be occurring, schedule, etc.
✓ Make sure all participants are accounted for during the activity.