

Welcome to
Club Officer
and Advisor
TRAINING



Student Life and Leadership

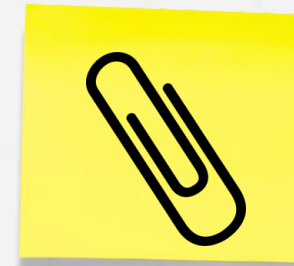
✧ Today's Training ✧



- INTRODUCTION AND PURPOSE OF THIS TRAINING



- FINANCIAL INFORMATION



- ACTIVE CLUB: PLANNING TOOLS, FORMS and BEST PRACTICES



- GENERAL QUESTIONS and AGREEMENT

About us

Student Life and Leadership staff
oversees the following:

- Student events and activities
 - Clubs and organizations
 - Leadership programming
 - New Student Orientation
 - Career Closet
- Civic engagement activities



Jennifer
NICOLINI

Danielle
Garruba

Kari
FORWOOD

Jeannette
CLUGSTEN

WHY THIS TRAINING?

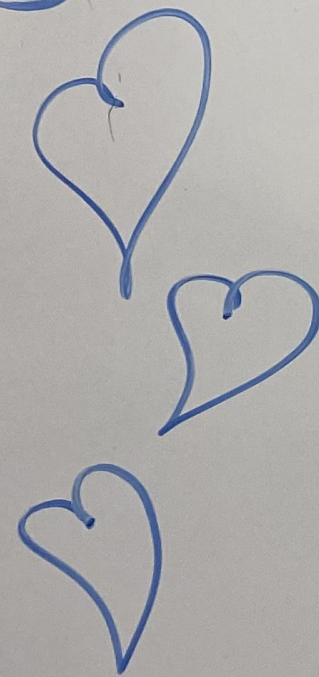
- 45 active clubs (and counting...)
- 65 advisors
- 189 officers (approximately at this time)
- Thousands of dollars in SGA funds
- Hundreds of financial transactions, events and community service projects.

*Student Life oversees all of this
and we are held accountable*

*We want you
to succeed!*

*Lack of planning on
your part does not
constitute an
emergency on our part*

Welcome
Back!



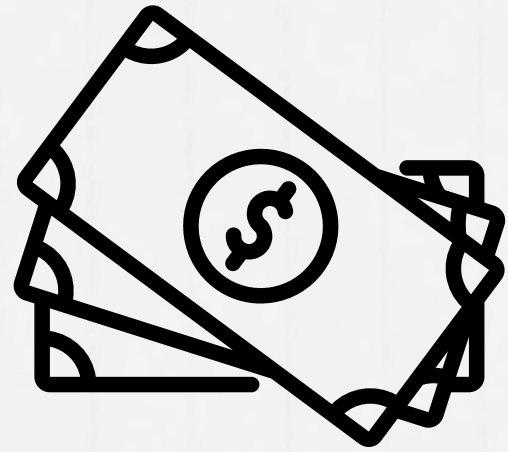
NOTES

THIS MONTH

September 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Labor Day College Closed	2 NSO 2 Welcome Express	3 AI Sketch	4 Rolls & Resources	5 Cheese Pizza	6
7	8 School Supply giveaway	9 Leisure & Latte	10 Surprise giveaway	11 Surprise giveaway	12 Social Media	13
14	15 Make a Trucker Hat	16 Voter Reg.	17 Constitution Day	18 Watch Party	19	20
21	22 Bootique	23 Club Day	24 Training	25 Salsa Dancing training	26	27
28	29 Adulting 101	30 NSO 10-week welcome				





Financial Info

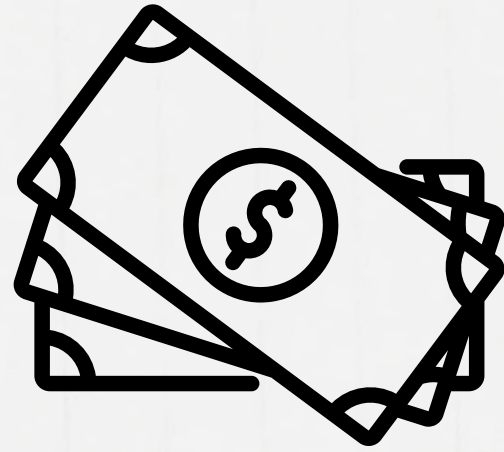
Each club starts the academic year with the following finances:

#1 FUND RAISED MONEY:

- Any money raised in the previous academic years through fundraisers (Bake Sales, Shirt Sales, etc).

This money is yours to keep - does not go away at the end of the year.) You should have this amount in your records.

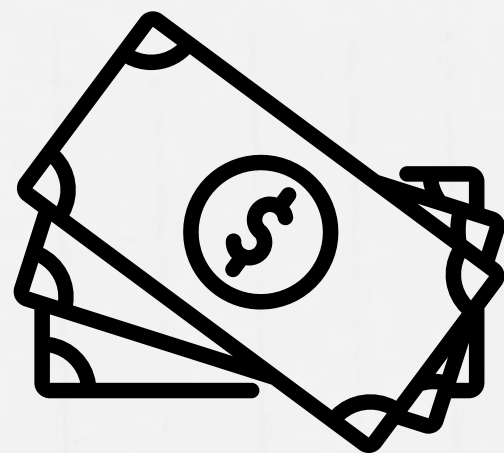
We have your current balance if you need it.



SGA Funds Zero Based Budgeting NEW THIS YEAR

Why is this a new policy?

Clubs have misused funds and we need to be good stewards of the student activity money entrusted to us.

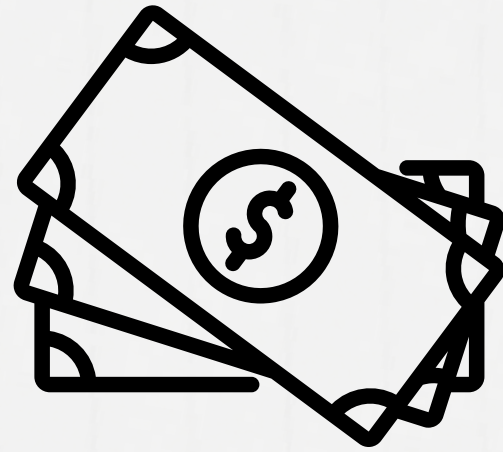


SGA Funds

Zero Based Budgeting

NEW THIS YEAR

- You do not have a set budget this year.
- You do have the ability to request funds. If you have all paperwork in (Officers, Advisor, Roster, updated constitution, social media log in and passwords) you can request funds via the FUND REQUEST FORM, found on LINK TREE:
<https://linktr.ee/clubsmccc>.



Zero Based Budgeting

PROCESS FOR FUND REQUEST FORM:

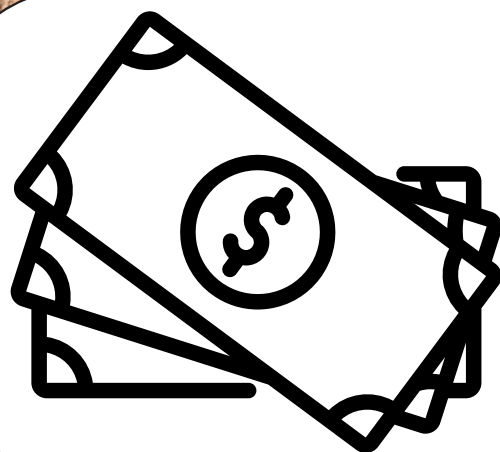
- 1) Once you submit your form, one of the following determinations will be made by the Director of Student Life, Club Coordinator and SGA representatives:

Not Active Club – Not active in previous academic year or semester. No funding will be approved until activity occurs and plan submitted (Community Service, Fund Raising, Meetings)

Active Club – Club completed CS and Events in previous year/semester. Funding will be granted if submitted form fully explains purpose.

New Club – Funding will be granted once form is completed and semester plan submitted.

A semester plan should include specifics for your community service project, planned meeting dates and your plans for one event.



Spending your money - two options

PREFERRED OPTION

Request a Check to be paid directly to vendor

Do a Check Request Form if you need it in 3-4 or weeks or later. Visit [Linktree](#) or SC114 for the form and info.

Example: You need to pay a DJ for your upcoming event, or pay a registration fee for a conference.

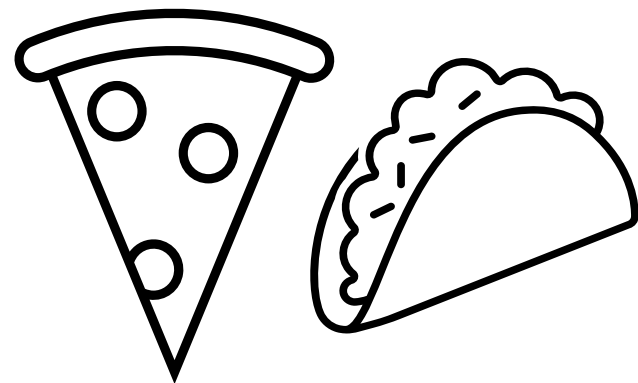
OR

Getting Reimbursed from your account

If you need your items in less than 3 weeks, you should get your advisor's permission to purchase the item(s) if it is less than \$100 total – we will reimburse you from your account.

Advisors may be reimbursed for over \$100

You will need to submit a W-9 form with social security number



FOOD

Fund Raised Money vs. SGA Money

ONLY FUND RAISED MONEY CAN BE USED ON food from an outside vendor. Example: Pizzeria, Chinese Food, Other local restaurants.

(You can choose to use the cafeteria if you want)

SGA approved funds can only be used for cafeteria catered foods (must be approved by SLL through cafeteria request form. NO SGA FUNDS CAN BE USED FOR OUTSIDE FOOD ORDERS.

Do NOT BUY from these vendors. They are not approved by the college and Accounting will not approve any purchases or reimbursements for these vendors.



amazon

Etsy

ebay[™]

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1

Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2

Business name/disregarded entity name, if different from above.

3a

Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor

☐ C corporation

☐ S corporation

☐ Partnership

☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b

If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5

Address (number, street, and apt. or suite no.). See instructions.

6

City, state, and ZIP code

7

List account number(s) here (optional)

Requester's name and address (optional)

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

-

-

or

Employer identification number

-

Part II

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
What's New
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X

Form **W-9** (Rev. 3-2024)

W-9 Facts

W-9 has to be submitted just ONCE - for your first reimbursement request.

Students without a social security number should not purchase items that need reimbursement.

AVAILABLE ON LINKTREE

Request for Check Facts

- Submit when you need to pay a vendor or non-profit.
- You must submit their W-9 form with this request.
- It will take approximately 3 weeks to get a check cut.
- AVAILABLE ON LINKTREE



Request for Check

Check Amount: \$ _____

Payee Name: _____

Payee Address: _____

Reason for Check: _____

Check Box: Mail Check ☐ Pick-Up Check ☐ Call Ext. _____

Budget Code _____

Organization #

G/L Code

Signature — Requesting Dean, Division or Unit Head

Approved — Accounting Services

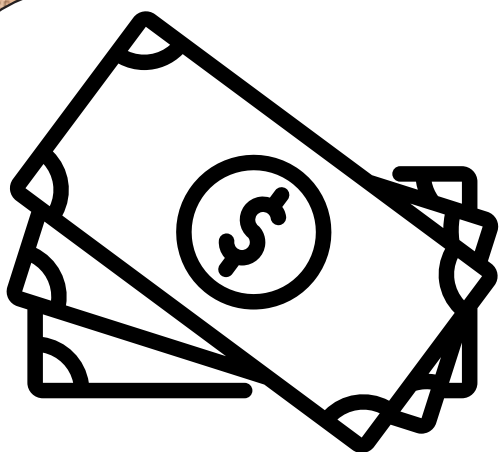
ACCOUNTING OFFICE USE ONLY

Vendor # _____

PV # _____

Posted by _____

Post Date _____



Depositing Money Into your Account

→ Bring your deposit to SC114
Immediately upon receipt
bring the cash or check to
SC114 with a deposit form
(available on Linktree and in
our office)

YOU MAY NOT RECEIVE
FUNDS THROUGH VENMO,
CASH APP, ZELLE or ANY
OTHER PAYMENT APP.
Period.

Club Deposit Form Facts

If cash, we will count and sign off on deposit form.

You will get a copy of the deposit form. Please record this transaction in your ledger.

AVAILABLE ON LINKTREE

Club Deposit Form

ORGANIZATION NAME: NARD:

ACCOUNT #

DATE:

Denomination	# of Bills		TOTAL
\$100 Bills			
\$50 Bills			
\$20 Bills			
\$10 Bills			
\$5 Bills			
\$2 Bills			
\$1 Bills			
\$1 Coins			
50 ¢ PIECES			
25 ¢			
10 ¢			
5 ¢			
1 ¢			
Check/Money Order			
TOTAL DEPOSIT			

CLUB OFFICER SIGNATURE:

CLUB ADVISOR SIGNATURE:

SGA SIGNATURE:

OFFICE OF STUDENT ACCOUNTS SIGNATURE:

Fundraising/Bake Sales

- To sign up for a bake sale table or a table for any reason, stop by SC114.
- We allow two bake sales per week to avoid saturation.
- You must only accept cash.
- All cash must be handed off to Student Life at the end of the event.



Gaming Club

- Fundraising Best Practice:
- Dynamic pricing on their bake sales: during busy times, their prices were higher. Lower pricing at slow times.



What is an Active Club?

- Attends SGA meetings (at least 2 per semester) and Club Training.
- Holds regular club meetings.
- Has at least 10 active members and an advisor (Roster is required).
- Hosts 1-2 events per semester that are directly tied to your purpose.
- Participates in one community service project per semester.



Fund Requests will be denied by Student Life and Leadership if this criteria is not met.



SGA Meetings

- Meetings are on TEAMS, once per month. Check your email for invite/link.
- One representative from your club is required to attend each meeting. This person can ONLY represent one club.
- Take notes, bring back to your club membership. Recording will be available after meeting.
- Present your upcoming events/activities.



STUDENT GOVERNMENT ASSOCIATION (SGA) GENERAL MEETINGS 2025

**EACH CLUB MUST SEND ONE REPRESENTATIVE TO EACH MEETING
AND MUST ATTEND 2 OUT OF THE 3 MEETINGS**

September 24th 4-5 PM



<https://tinyurl.com/septemberSGA>

October 29th 4-5 PM

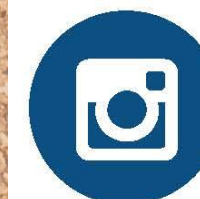


<https://tinyurl.com/octoberSGA>

November 19th 4-5 PM



<https://tinyurl.com/novemberSGA>



@mccc_sga



Planning Tools

linktr.ee/clubsmccc



Find all forms, sign ups, checklists and relevant training information on our **LINKTREE!**

Make sure to use **ADVISOR AND OFFICER RESPONSIBILITIES** and for details on the defined responsibilities of Advisors and Officers.

*For example, while Officers can request use of SC104 and SC127 during the time period of 11am-2:30pm, Monday through Thursday. Advisors must request any other space needed by clubs or 104 and 127 outside of above times (including Quad/classrooms etc.)
Find out more in the checklists!*



Planning Tools

Events

Event Authorization Forms:

Event Forms are IMPORTANT for Club Recognition! Submit 3 weeks prior to event.

AUTHORIZATION FORM and EVENT PLANNING CHECKLIST FOUND ON linktr.ee/clubsmccc

What Constitutes an Event?

- Guest Speaker, Performance, Dance or Social Activities, Workshop, Trivia Game, Induction, Educational Activity, etc.

What Does NOT Constitute an Event?

- Club Meetings, Bake Sales, Club Members Hanging Out

Mycology Club

Best Practice - EVENTS

- Forays to view mushrooms several times a semester.

Community Service Best Practice

- Natural Fashion Event: table activity where students could drop off clothes to donate and in return received mushroom earrings, or could use natural dyes to dye clothing.



Rainbow Alliance, Gaming Club and Mustang 89



These three active clubs worked together to host a fun 20s themed Casino Night event! Each club contributed to a very successful evening of meeting new people and playing fun games.



Planning Tools

Community Service

Community Service Forms are necessary to document your service details.

Form can be found at linktr.ee/clubsmccc

Submit at least one week before event (three weeks if you are planning it yourself)

Definition of Community Service: Voluntary work (without pay) intended to help people in a particular area to improve quality of life or help solve a problem.

Details:

- You can create your own event/service opportunity or be a part of another organization's activity.
- Think of a way to contribute to a local non-profit, school or charity through monetary donation or through volunteer hours.
- NO COLLECTION BOXES



COMMUNITY SERVICE FAIR

Student Life and Leadership celebrates
Joy of Giving Week!

Tuesday October 7th
Drop in between 12pm - 1pm
SC104

Want to get involved in your local community and find out how you can give time and resources to others?
Join us to meet representatives from:

**rise**

 **Shine and Inspire**


FUND A BULL
BULLDOGS IN RESCUE

Criminal Justice Club

+ EOF



Criminal Justice Club raised \$608.84 for the National Law Enforcement Officers Memorial Fund in 2024. This club has a long tradition of supporting organizations aligned with their purpose. Amazing job!



EOF raised \$1,650.75 for Susan G. Komen Foundation in 2024.
What will they raise this year??
Their secret - spectacular, organized bake sales.

Art Club + Hospitality Club =

Best Practice – Community Service Collaboration!



MCCC
art club

in conjunction with the Hospitality Club

Present our
Fall Soup & Hot Chocolate
Fundraiser for TASK

What: Handmade ceramic mugs & bowls for sale! With each purchase of a mug, you get it filled with creamy rich hot chocolate AND with each purchase of a bowl you get your pick of a soup. All food made on campus by the Hospitality Club.

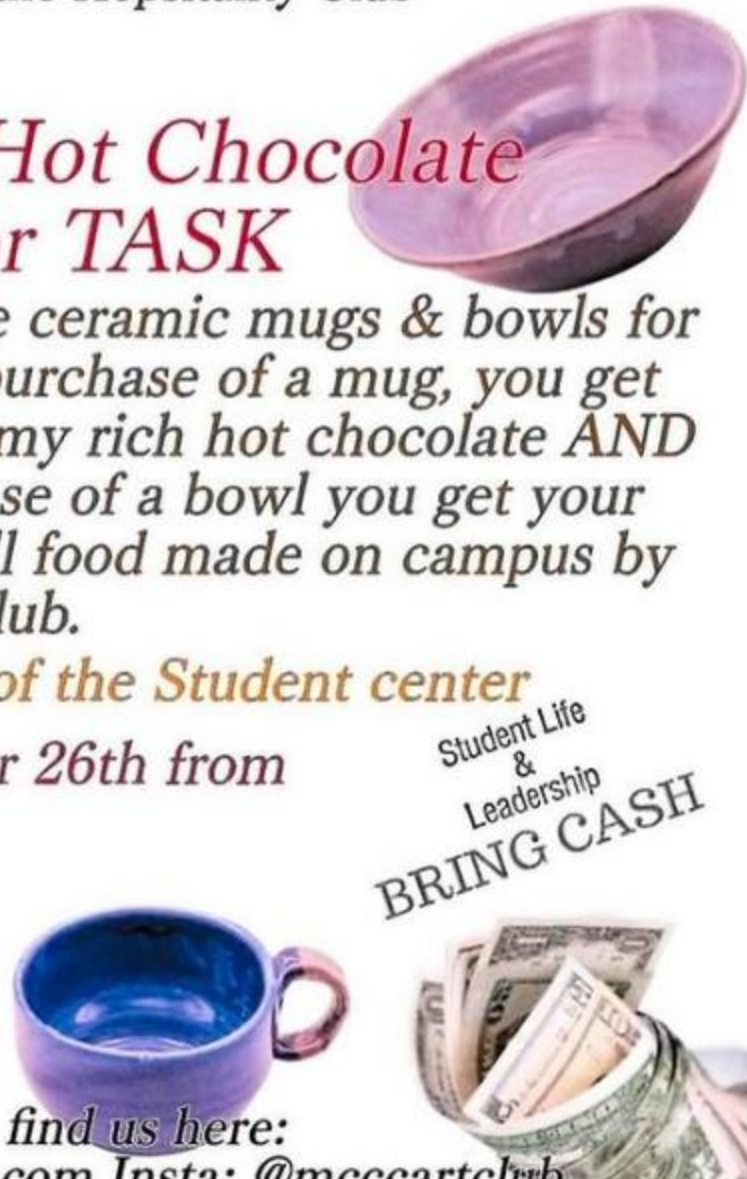
Where: Hallway of the Student center

When: November 26th from 11:30 to 1:30

All proceeds go to the Trenton Area Soup Kitchen

Student Life & Leadership
BRING CASH

Questions or Concerns find us here:
Email: mcccart@gmail.com Insta: [@mcccartclub](https://www.instagram.com/mcccartclub)



Art Club and Hospitality Club joined forces to raise \$800 for the Trenton Area Soup Kitchen (TASK) with their creative collaborative idea.



Planning Tools

Catering Request

If you need to order food from the cafeteria for a meeting or event, DO NOT order directly. You need to use the Catering Request Form (after approval of funds) at least 3 weeks ahead of event.

Form can be found at linktr.ee/clubsmccc

- Catering Request form includes a special club menu. We have negotiated these rates for you.
- All catering orders will be billed to your account and you will receive a receipt.
- Do not order more food than you will eat. (If your club has 15 members, do not order for 40 people)



Deadlines 25-26

Please abide by the following deadlines for forms/requests. Linktree will shut down on last day below.

Fall -

- 11/21 Last catering request of the semester
- 11/21 Last event form of the semester
- 12/8 Last day for reimbursements to be submitted
- 12/11 Last day for bake sale
- 12/11 All club business is complete

Spring -

- 4/13 Last catering request of the semester
- 4/13 Last event form of the semester
- 4/27 Last day for reimbursements to be submitted
- 5/4 Last day for bake sale
- 5/4 All business is complete



Flyers

All flyers to be hung around campus must be approved by Club Coordinator and stamped at least a week prior to the event. Email to clugstej@mccc.edu.

- We can copy up to 30 black and white copies for you on color paper.
- You are responsible for hanging flyers on bulletin boards only AND taking them down after the event/activity. NO TAPE ON WALLS.
- DO NOT hang on other people's flyers.

Club Info on our CLUB WALL

Send your club info flyer to Jeannette for
the Club Wall :

Club Name
Meeting Dates
Contact Information
Social Media Links
QR code





Social Media

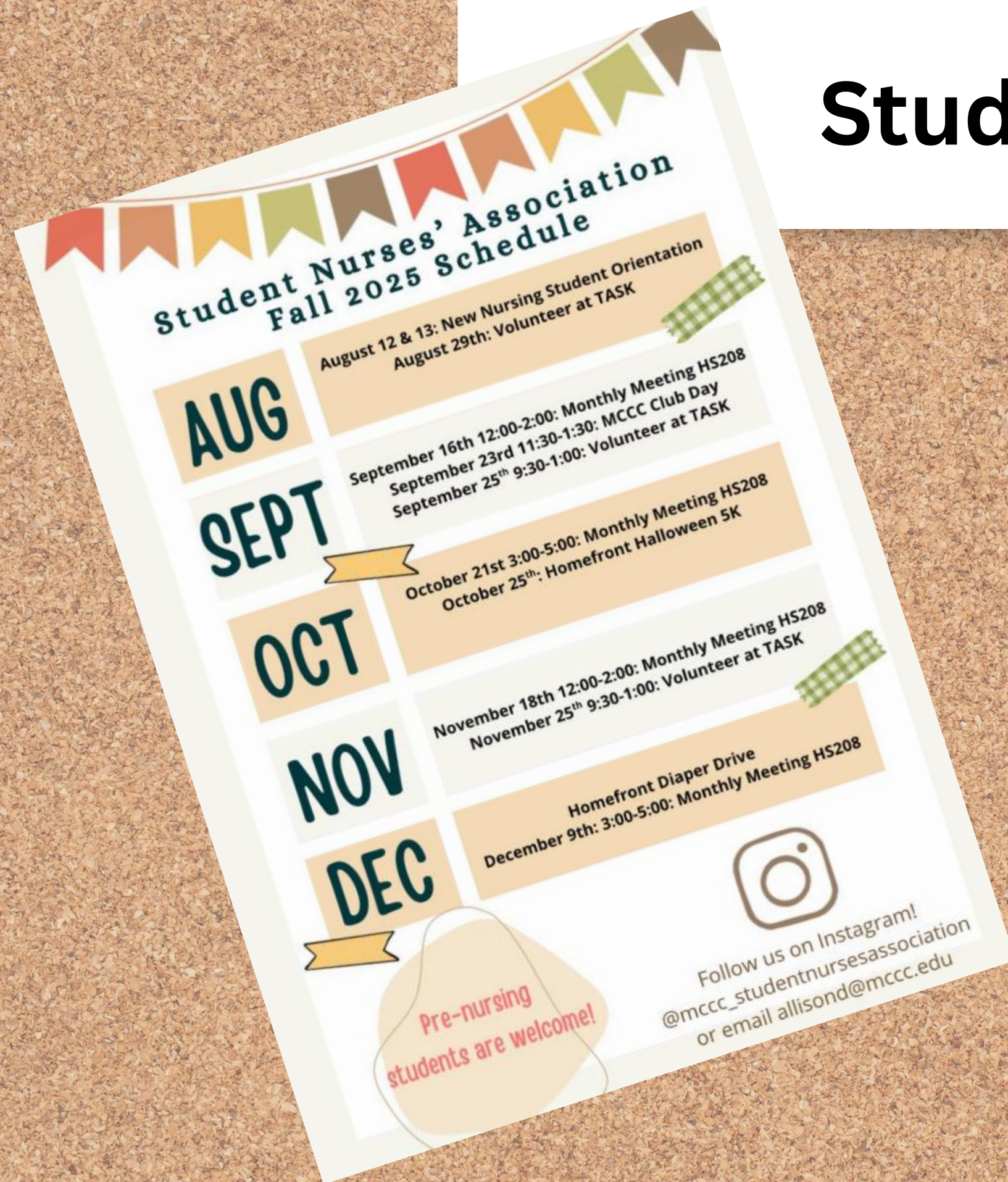
Club Coordinator does NOT approve all social media posts, just flyers to hang on walls.

- Want SLL to post your event/info? Please tag us on your posts, and/or send us a direct message with your graphic. We will evaluate it for our social media channels.
- If you have an upcoming event that you want us to feature, make sure that we have all the information about it and the graphic so that we can help promote for you.
- We need to have your social media logins and passwords on file. Please stop by SLL to give us this information. We need to be updated when it changes as well.

Student Nurses' Association

Best Practice – COMMUNICATION

The Student Nurses' Association chapter is very clear with their mission and advertises a full calendar of activities at the beginning of each semester. This makes it easy to recruit new members and keep existing ones because everyone knows what is expected and where they need to be.



Worst Practices ☹️

Not Taking Responsibility

If you wait until it is too late for something, do not blame us if we cannot help you.
Plan ahead and make sure to review your training booklet.

Are you a Program or Club?

Clubs are not a means to increase your program funding.
All fund requests will be evaluated for your club needs, not program initiatives.

Waiting too long to publicize

Don't wait until 3 days before your event/meeting to advertise.
Your participation will directly reflect your effort in publicizing.

ANTI-HAZING POLICY			
Policy #	Applicability	Responsible Executive(s)	Applicable Laws/Statutes
513	College-Wide	Vice President, Student Affairs Vice President, Human Resources Provost/Vice President, Academic Affairs Vice President, Finance & Auxiliary Services	New Jersey State Law (N.J.S.A. 18A:3-24 to 27.4)

POLICY

The purpose of this policy is to maintain a safe and respectful campus environment that promotes student well-being, dignity, and academic success, and to ensure compliance with all legal requirements. Hazing activities of any type are inconsistent with the educational goals of Mercer County Community College (MCCC) and are prohibited at all times.

The Board of Trustees authorizes the College President to establish and implement the procedures for Mercer County Community College to enforce this policy.

COMPLIANCE INFORMATION

In accordance with New Jersey State Law (N.J.S.A. 18A:3-24 to 27.4), hazing is defined as: "Conduct, other than competitive athletic events, that places or may place another person in danger of bodily injury or that demonstrates reckless indifference to the health or safety of another person, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student organization or group."

This policy applies to all organizations, including clubs and athletic teams recognized by the College, and to all students, employees, volunteers or any person associated with the institution.

"Organization" is defined as any organization, team, club, society or group operating under the sanction of, or recognized as an organization by, the College.

This policy applies:

- On and off campus.
- During operating hours or outside of the hours of College operation.
- To actions by individuals or groups affiliated with the institution.
- During both formal and informal events, including virtual activities.

Consent is not a defense for hazing.

No student, College employee, or volunteer shall engage in, condone or ignore any form of hazing. All members of the campus community shall be alert to incidents of hazing and shall report such conduct promptly when observed. In addition to posting this policy on the MCCC website, the College shall annually inform students, organizations, college employees, and volunteers that hazing is prohibited by means of distribution of written policy and publication in handbooks.

MCCC shall maintain a report of all violations of the anti-hazing policy or of federal or state laws related to hazing that are reported to the College. This report shall be updated biannually and posted on the College website.

APPROVALS

Board of Trustees – September 24, 2025

REVISION DATE(S)

RELATED POLICIES, PROCEDURES, GUIDELINES, OR RESOURCES

- Procedure 513 - Anti-Hazing Procedure
- New Jersey State Law (N.J.S.A. 18A:3-24 to 27.4)

ANTI-HAZING PROCEDURE			
Procedure #	Applicability	Responsible Executive(s)	Applicable Laws/Statutes
513	College-Wide	Vice President, Student Affairs Vice President, Human Resources Provost/Vice President, Academic Affairs Vice President, Finance & Auxiliary Services	New Jersey State Law (N.J.S.A. 18A:3-24 to 27.4) Student Grievance Form Behavior and Student Conduct Form Student Handbook

PROCEDURE

This procedure is intended to ensure the maintenance of a safe and respectful campus environment that promotes student well-being, dignity, and academic success at Mercer County Community College (MCCC) and to ensure compliance with all legal requirements.

When a student believes that they have been subject to hazing, the student shall promptly report the incident using the [Student Grievance Form](#) available on the College website. Students may also report to any College official, who can then submit the report through the employee-facing [Behavior and Student Conduct Form](#) located on the college portal.

Examples of hazing include but are not limited to:

- Coercion to violate state or federal criminal law.
- Physical brutality (e.g., beating, branding, exposure to the elements).
- Forced consumption of alcohol, drugs, or any other substances.
- Any brutality of a sexual nature.
- Activities that cause mental or emotional distress (e.g., sleep deprivation, humiliation, intimidation).
- Forced participation in illegal or morally questionable acts.
- Any action that threatens personal safety or academic performance.

The members of the college Behavioral Intervention Team shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

If the investigation results in a substantiated finding of hazing against a student, the college shall recommend appropriate disciplinary action up to and including student expulsion, as circumstances warrant, in accordance with the Code of Student Conduct found in the [Student Handbook](#). Additionally, the student may be subject to disciplinary action up to and including removal from the organization or activity.

If the investigation results in a substantiated finding that a College employee or volunteer affiliated with the student activity or organization engaged in, condoned, or ignored any violation of this policy, they shall be disciplined in accordance with MCC policy and applicable laws and regulations. Disciplinary action may be taken up to and including dismissal from College employment.

If a student activity or organization authorizes hazing in disregard of the Anti-Hazing Policy or other applicable College rules, penalties may also include rescission of permission for that organization to operate on MCCC property or to otherwise operate under the sanction or recognition of the College.

Any person who causes or participates in hazing is subject to criminal prosecution.

APPROVALS

September 24, 2025

REVISION DATE(S)

RELATED POLICIES, GUIDELINES, OR RESOURCES

- Policy 513 - Anti-Hazing Policy
- New Jersey State Law (N.J.S.A. 18A:3-24 to 27.4)
- [Student Grievance Form](#)
- [Behavior and Student Conduct Form](#)
- [Student Handbook](#)




Questions?

Agreement



Please carefully read through and initial your Officer/Advisor agreement. You will keep one copy and SLL will keep the other copy on file.



Thanks for attending!
We look forward to working
with you this year.

