Club Officer and Advisor Expectations And Responsibilities
STUDENT LIFE AND LEADERSHIP
LOCATED IN SC114

Danielle Garruba, Director
Jeannette Clugsten, Coordinator (Clubs)
Jen Nicolini Coordinator (L.E.A.D.)
Kari Forwood, Coordinator
(New Student Orientation)

We are here to help!
WHY ARE WE HERE TODAY?

To learn about what we expect from Club Officers.
To learn how to communicate with your advisor and your club members.
To learn how to plan:
  - club meetings
  - events
OFFICERS LEAD BY EXAMPLE

- Officers are a positive force in clubs. Avoid causing drama and squash it in others.
- Officers should know and follow club procedures. Know your own constitution.
- A club is a commitment. Follow through and stay for your entire elected term.
At least 1 club member must attend each meeting

A club representative must attend at least 2 general meetings per semester (You cannot represent more than 1 club at a meeting)

If attendance is not possible, e-mail: SGA@mccc.edu ASAP
COMMUNICATION IS KEY

• Meet with your club advisor regularly (for their guidance and your updates). Thank them for the time they spend with you.

• Be sure to keep club members up to date with information from SGA & Student Life.
MEET WITH YOUR CLUB REGULARLY

Set a semester long schedule for your meetings.

Decide what events/trips/semester goals you want to accomplish at the beginning of the semester.

Make sure to involve your club members in decision making, planning and execution of your goals.
Use this checklist to plan your meetings. Make sure that all of the appropriate tasks are completed and forms are submitted.
After getting your advisor's approval, you may submit:

*Event Authorizations (3 weeks prior)
*Community Service Form (at least 1 week prior)
*Catering Request (at least 3 weeks prior)

All forms can be found at https://linktr.ee/clubsmsccc
ANNUAL CLUB FORMS & DEADLINES

Due the First Monday in October –
Advisor Forms every year
Officer Forms every year
Updated Constitution every two years.

Please submit all forms online.
TRAVEL GUIDELINES

Travel Forms: MUST BE SUBMITTED TWO MONTHS IN ADVANCE OF TRAVEL BY CLUB ADVISOR.

Travel Request Authorization can be found on MLINK under ADMINISTRATION and FINANCE.

Each student attending MUST fill out a Release and Indemnification Form.

If a student provides their own transportation, does NOT stay overnight, will NOT need reimbursements for food, and there are NO registration fees: no need for Travel Form.
Events

- **Event Authorization Forms:** Event Forms are IMPORTANT for Club Recognition! **If you do not submit your event forms, SL&L will assume you are inactive!**

  - What Constitutes an Event?
    - Guest Speaker, Performance, Dance or Social Activities, Workshop, Trivia Game, Induction, Educational Activity, Community Service Activities (separate form)

  - What Does NOT Constitute an Event?
    - Club Meetings, Bake Sales, Club Members Hanging Out
WE LOVE THAT THEY PUBLISH THEIR EVENT CALENDAR FOR EVERYONE! And they offer quality events that are DIRECTLY RELATED to their purpose.
Guest Speakers are a great way to get your club together and learn something new! We love that the Art Club had a fellow student at a four year school speak to the club.
Use the Club Event Checklist to ensure a well-planned and successful event!

### Club Event Checklist

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<th>TASKS</th>
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<tbody>
<tr>
<td>1. Determine purpose of event. (Recruitment, club activity, speaker, fund raising, community service, performance, social activity, induction, etc.)</td>
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<td>2. Determine the scope of the event. (How many people do you expect? Partnering with another organization? What supplies do you need? Is it in your budget?)</td>
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<td>3. Is travel involved? (This includes ANY TRAVEL in State OR Out of State) If travel is involved, Advisor needs to complete a Travel Request Authorization (available on MUNiK). Also - Advisor MUST contact Danielle Garruba (<a href="mailto:garrubad@mccc.edu">garrubad@mccc.edu</a>) at least two months in advance of travel to get all forms completed, financial details organized.</td>
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<td>4. Secure a space for the event. Advisor must contact <a href="mailto:Krause@mccc.edu">Krause@mccc.edu</a> for any MCC space.</td>
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<td>5. An Event Authorization Form must be completed online through the Linktree platform. Officers may complete this form if the Advisor has approved all event details. STUDENT LIFE MUST APPROVE ALL EVENTS AT LEAST THREE WEEKS IN ADVANCE.</td>
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<td>6. Any special A/V equipment needed? Advisor contacts it.</td>
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<td>7. Special set up needed (tables, etc) Advisor contacts Facilities.</td>
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<td>8. Is event held before 5pm? No advisor needed.</td>
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<td>9. Are meetings held after 5pm? Advisor must attend.</td>
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<td>10. Plan other advertising. (Mini flyers handed to students, Student Newspaper, Set up a table in hallway)</td>
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<td>11. Arrange for refreshments if applicable. See options below.</td>
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<td>12. If getting food from outside source, keep receipts for reimbursement. (See limits for reimbursement)</td>
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<td>13. If ordering through cafeteria, complete Catering Request form on Linktree. All orders must be approved by SLL through this form.</td>
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<td>14. Purchase supplies needed. Hold on to receipts for reimbursement (see limits for reimbursements).</td>
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<td>15. Develop a schedule for your event, including set up time, event schedule and clean up. Assign club members to specific tasks to execute.</td>
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<td>16. EVENT DAY - ENJOY!</td>
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<td>17. Clean up event space.</td>
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<td>18. Debrief with officers/advisor</td>
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Club Forms can be found at [https://linktr.ee/clubsmccc](https://linktr.ee/clubsmccc)
WHAT IS A COMMUNITY SERVICE EVENT?

WHY IS IT REQUIRED? WHAT ARE THE BENEFITS?

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

Benefits:

Psychological: Increases overall life satisfaction and helps to decrease stress!

Social: Engages students with the community and increases social awareness and responsibility.

Cognitive: Helps enhance personal knowledge, provides growth through new experiences, and develops interpersonal communication skills.
Plan Community Service Projects

Clubs must complete at least TWO community service projects throughout the school year to retain charter/receive funds. *(If a club is new in the Spring, only 1 community service event required.)*

*USE THE EVENT CHECKLIST TO PLAN YOUR PROJECT. AND complete the Community Service Form to get credit.*

- Clubs can participate in other clubs' events for service credit.
  - Think of a way to contribute to a local non-profit, school or charity through monetary donation or through volunteer hours.

**NEW THIS YEAR: NO COLLECTION BOXES**
**Community Service – BEST PRACTICE**

**Rainbow Alliance**

A Game Tournament is a great event that can also raise money for a good cause! Rainbow Alliance sponsored a fun event and completed a Community Service project by raising money and donating to the Bayard Rustin Foundation.

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**Community Service – BEST PRACTICE**

**Students Helping Honduras**

A holiday flower/chocolate sale is a great way to raise funds for a charity. The key to success though — is to make sure that you do lots of advance advertising so that your audience is prepped!
Community Service – BEST PRACTICE

Viking 89

We are so grateful for clubs that volunteer time to welcome our new students during the first week of each semester. Sign up for the Spring Welcome Week now! Great way to get Community Service credit.

Thank you! WELCOME WEEK VOLUNTEERS!

Community Service – BEST PRACTICE

Alpha Delta Nu

Alpha Delta Nu Nursing Honors Society
Community Service Project at Trenton Area Soup Kitchen

During the month of December, Alpha Delta Nu Nursing Honors Society served nearly 200 patrons at the Trenton Area Soup Kitchen! In addition, they donated a large amount of food and clothes to help the people of Trenton stay warm this winter season.

TASK works to improve the quality of life for people in the greater Trenton area. They offer a variety of services, such as meal services, job searches, and adult education.

The Trenton Area Soup Kitchen is always in need of volunteers. Check out their website to find out many ways to help on site or off site!
HOST A BAKE SALE!

It’s simple! Bake Sales **DO NOT** require an Event Form. Just contact/stop by The Student Life & Leadership Department to book a date and time. This is a great way to increase the money you have in your account to use for events, trips, charitable donations or supplies.

Only **ONE** Bake Sale is allowed per day to avoid unnecessary competition.

*BAKE SALE FLYERS MUST BE APPROVED BY SL&L BEFORE DISTRIBUTING!*
DEPOSITS TO YOUR CLUB ACCOUNT

All deposits must be to your MCCC account. Use of other accounts is prohibited. (No Venmo, PayPal, Zelle or similar apps are allowed to collect funds)

Once your bake sale, event, etc is finished you must immediately bring your deposit to Student Life (SC114) for deposit.
Each SGA approved club is eligible for up to $500 in funds each academic year. These funds are dependent upon meeting the following criteria, according to the SGA Constitution:

1) Your club must be active (at least 10 members and an advisor)
2) Your club must meet regularly, coordinate events, attend SGA meetings and participate in two community service projects per year.
3) Funds can be frozen and/or purchases can be denied by Student Life and Leadership if the above criteria is not met.
Need to purchase something or pay for a trip/conference?

1) Do a Check Request Form if you need it in 3-4 weeks. Visit SC114 for the form and info.

2) 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.

3) More than $100? Your Advisor must purchase for you.

   Receipt MUST be itemized, legible, clean, etc.
   Purchase MUST be made with cash or your credit card

Receipts need to be submitted to SC114 within 30 days as per Accounting Dept’s policy

We cannot reimburse tax - Please get ST-4 Forms in SC114
W-9 FORMS

Needed from YOU if we are reimbursing you for a purchase you have made.

Needed from a company if we are paying them for goods or services.

PICK UP IN SC114
HOW CAN WE INCREASE club membership?

Host a table at one of our club days held at the start of every semester!

Hand out flyers as you go to your classes/ hang out on campus. Make some new friends along the way! (Be sure your flyer is approved!)

Host an information table with a display about your club (reserve a time/day in SC114)

Spring Day- host an awesome table with a fun activity to introduce your club!

Do the leg work- you have to talk up your club and let them see you in action

Social Media is a great advertising tool. Just be sure to monitor your pages for inappropriate contents and give frequent updates.
THE ANNUAL CLUB REPORT

Due the first week of May! Helps us to determine if your club should continue to receive funding.

PRO TIP: Keep a running record of your events throughout the year - it will make things easier for everyone!
THANK YOU FOR ATTENDING OUR TRAINING
WE ARE HERE FOR YOU!