

# **CLUB GUIDE**

for

**Registered Student Groups**

and

**Registered Student Funded Organizations**

**2023-2024 Edition**



## Table of Contents

Affiliation with Off-Campus Organizations _____	1
Registered Student Funded Organization (RSFO)	
Definition _____	2
Establishing a new RSFO _____	2
Benefits _____	3
Eligibility _____	3
Officer Training _____	3
Election Process _____	4
General Job Duties for Officers _____	4
Maintaining RSFO Status _____	5
Social Media _____	5
Budget Allocation _____	6
Fundraising _____	10
Framework of a Successful Club _____	11
Travel Guidelines _____	12
Registered Student Group (RSG)	
Definition _____	14
Establishing a new RSG _____	14
Benefits _____	14
Maintaining RSG Status _____	15
Expectations for All Student Organizations _____	15
Campus Event Planning Guidelines _____	16
Advertising Events _____	17
Holding Successful Meetings _____	18
Meeting and Event Space _____	19
Copying and Printing _____	19
Catering/Food Service _____	19
Storage Area _____	19
Recruiting and Retaining Members _____	20
Student Organization Sanctions _____	21
Advisor Responsibilities _____	22
Off-campus event and travel forms _____	23
Important Contacts _____	Inside back cover

To find the online forms mentioned in this guidebook, visit:

[hagerstowncc.edu/student-activities/student-organizations](http://hagerstowncc.edu/student-activities/student-organizations)

Links to the forms will be in the green box on the right side of the page.

## Introduction

Thank you for the important role you play in HCC's student life programming through starting or maintaining a campus club.

There are many benefits to club participation. The leadership, teamwork and time management skills you develop look great on your resume or transfer application. In addition, you'll make new friends, network with others with similar interests, and get to know your instructors outside of the classroom. And, studies show that students who participate in clubs have a higher success rate, graduation rate, and greater satisfaction with their college experience.

This guidebook outlines the procedures for club leaders and advisors to follow to be in compliance with the Student Organization Policy (#4036). The complete Student Organization Policy can be found on the HCC website.

*Please note: Registration of a Student Organization does not mean that the college endorses the student group, its purpose, values and/or viewpoint.*

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## Affiliation with Off-Campus Organizations

On occasion, RSG/RSFO student leaders may wish to align their student organization with the mission and/or activities of off-campus local, regional and/or national organizations. These organizations may serve a professional, honorary, religious, service, sport or other special interest. RSG/RSFO student leaders may elect to affiliate their HCC student organization with off-campus groups within the following guidelines:

- HCC's recognition and registration of the RSG/RSFO is limited to the on campus student organization; off-campus local, regional, and national groups are not endorsed by the College. Off-campus groups do not have access to college facilities or resources because of any affiliation with an RSG/RSFO.
- Student membership in a RSG/RSFO shall remain voluntary and free of paid dues. Student officers may elect to fundraise individual dues payable to affiliated off-campus organizations in the same fashion they may elect to fundraise for charitable causes. Individual RSG/RSFO members may opt to pay dues to outside organizations at their free will.
- RSG/RSFO funding cannot be used to serve non-HCC students or off-campus entities.

RSG/RSFO student leaders seeking to align their student organization with off-campus organizations will be asked to sign a waiver of understanding of the above guidelines.

## **Types of HCC Student Organizations**

There are two types of student organizations at HCC: Registered Student Funded Organizations (RSFO) and Registered Student Groups (RSG). In general, an RSFO needs at least five active members, an HCC advisor, and receives a budget and opportunity for additional fundraising. An RSG needs at least two members, does not need an advisor, and doesn't have a budget or opportunity to fundraise. RSFO guidelines will be reviewed first, and RSG guidelines will start on page 14.

### **Registered Student Funded Organization (RSFO)**

#### **Definition**

An RSFO is an organization of five or more HCC active students which is recognized and registered in the Student Activities office. An RSFO must have a faculty/exempt staff advisor and be in compliance with all administrative procedures. RSFOs receive limited funds to conduct activities and with approval may raise additional funds through fundraising efforts.

#### **Establishing a new RSFO**

1. Find an eligible HCC faculty or exempt staff member to be an advisor. Advisor eligibility is outlined on page 3.
2. Find at least four other student members. Members can be credit or non-credit students who meet the criteria listed under eligibility on page 3.
3. Complete the application materials (application, constitution, prospectus) and submit them to the student activities coordinator. Forms can be found on the HCC website, under student organizations.

Application materials may be submitted to the student activities coordinator any time throughout the year. The coordinator and the dean of students will evaluate the request, and will give final approval. Consideration will be given to the value of the organization as it relates to student development and engagement, learning outcomes, and the mission of HCC.

## Benefits of RSFO Recognition

HCC-recognized organizations receive many benefits on campus. These include:

- Ability to have flyers posted on bulletin boards
- Promotional space on the college website
- Free space for meetings and activities
- Student Organization directory listing
- Organizational email
- Recruiting publications listing
- Space at the Club Fair and other student recruitment events
- Budget allotment and opportunity to request/raise additional funds
- Use of college vehicles for approved trips
- Bulk mailing rate

## Eligibility

### Student Members

All active HCC credit students and all non-credit students who have satisfactorily completed at least one course are eligible for RSFO or RSG membership. Joining an organization is a great way to connect with other HCC students with similar interests and to build leadership skills. HCC organizations are open to all active students, both full-time and part-time, regardless of race, sex, ethnic background, age, disability, sexual orientation, or religion.

### Advisors

Full-time faculty, full-time exempt-status college employees, and adjunct faculty and part-time exempt staff who have worked at the college for at least four years are eligible to serve as an advisor.

## Officer Training

At the beginning of each fall semester, the student activities coordinator and SGA officers will hold training sessions for RSFO officers. Advisors are also welcome to attend all sessions. General “how to” topics will include:

1. For presidents & VPs: how to run a meeting, keep your team motivated, discover your leadership style
2. For treasurers: how to work with your budget, fundraise, keep organized records
3. For secretaries: how to take accurate meeting minutes, format notes, keep organized records.

Resources are also available on the HCC website under Student Organizations.

## **Election Process**

An important reason for joining an organization is to gain valuable leadership skills students can use in their careers. When an organization first begins, the officers are selected by the founding members. After that first year, elections should be held as per the RSFO's constitution to select new officers. RSFOs should have at a minimum a president, vice-president, and secretary/treasurer. The requirement to have officers may be waived if appropriate for the type of organization being proposed (example: cheerleading squad would not have officers, but cheer captains.)

### **General job duties for each RSFO officer position**

Although officer responsibilities vary slightly in each organization, some general officer duties are listed below. In addition, officers should be familiar with the club's prospectus, and strive to help fulfill the objectives stated within.

#### **President:**

- Prepare an agenda and preside over regularly scheduled meetings. Organize and run the meetings using Robert's Rules of Order
- Keep the club's webpage updated or delegate to another member
- Stay in regular communication with the advisor and Student Activities staff
- Appoint members to special committees as needed
- Lead the organization in a way that follows the Code of Student Conduct, College policies, and reflects the mission and vision of HCC.

#### **Vice-President**

- Fill in for the president when needed
- Help fulfill the objectives of the RSFO as stated in the prospectus

#### **Treasurer**

- Keep accurate records of RSFO budget expenses and deposits, in such a way that it can be passed on to the next treasurer
- Prepare a budget report for each meeting
- Initiate requests for additional funding
- Work with advisor to process paperwork for making purchases

#### **Secretary**

- Keep accurate minutes of RSFO meetings, in such a way that can be passed along to the next secretary
- Keep members and advisor informed through frequent communication

## Maintaining RSFO Status

To remain eligible for the benefits of RSFO designation, the student organization should have on file in the Student Activities Office:

- An up-to-date membership list that includes at least five members' name, student ID number and current student status (credit or non-credit)
- A signed Student Organization Approval Form verifying that student leaders and advisors understand their responsibilities and are aware of support resources.
- A prospectus
- A purpose statement
- A constitution

In addition, RSFOs can have no violations of the HCC Code of Student Conduct or other published HCC rules or regulations to remain in good standing.

If an organization fails to maintain the requirements associated with RSFO status, its funding may be dropped and its status may be reclassified as an RSG (assuming those requirements are met). In such cases the organization will be eligible for reclassification to an RSFO the following semester, providing all of the criteria are met to be designated as such.

**Please note: Any changes to the advisor or student leaders of an organization must be reported to the student activities coordinator within one week of the change.**

## Social Media Page

RSFOs may set up a social media page to help members stay informed and connected. Social media sites are set up with the assistance and approval of HCC's Public Information Office. All RSFOs choosing to use social media must work with Public Information to establish a social media presence, as outlined in the Social Media guidelines found on the HCC website.

It is important that social media accounts are used often; inactive accounts are subject to being removed from public view at the discretion of the Public Information Office.

Students and employees may choose to voluntarily provide access to or participate in social media activities of the RSFO, but it is not required. As such, RSFOs should have additional ways to communicate with members outside of social media.

## **Budget Allocation**

Each RSFO will get an equal share of the Student Organization funds to conduct its activities, which will be the lesser of \$100 each semester or an amount equal to the quotient of the total funds available for Student Organizations divided by the number of RSFOs.

## **Requesting Additional Funds**

Additional funds may be requested via the online event approval form, ideally within the first three weeks of each semester. Additional funding is limited. To be considered for additional funding:

1. Student organization must have shown fiscal responsibility with any funding it received in the past.
2. The activity levels of the organization will be assessed by:
  - number and frequency of meetings
  - number and frequency of activities and events planned
  - number and frequency of communications about activities/events
3. There should be evidence of research, planning and detailed budgeting for the events for which funding is being requested.
4. For events or activities where attendance will affect the amount of money being requested, the organization should show the number of attendees at any similar past event and the number of proposed attendees for the planned event.

## **Additional Funding Guidelines**

When using the budget allocation, additional funding or fundraising money, the following guidelines should be adhered to:

1. Funding will not be allocated for equipment, supplies, or programs whose primary function is for classroom or instructional use.
2. Advisors, coaches or full-time employees of the college will not be paid from the RSFOs funding for contracted services rendered to organizations. Fundraising may be used for this purpose.
3. RSFOs funding may not be used to purchase self-promotional items (t-shirts, mugs, pens, etc.) Fundraising may be used for this purpose.
4. Monetary requests will be jointly approved by the student activities coordinator and dean of students. The student activities coordinator will process monetary requests.

*Any RSFO or student aggrieved by a decision regarding funding has the right to appeal to the VP of Academic Affairs and Student Services.*



## Annual RSFO Budget

There are two parts to every budget:

Budget Allocation — money allocated to RSFOs each year by the Student Activities Coordinator through the Dean of Students budget. This money must be spent by June 30 or it goes back into the HCC general fund.

Earned Income — money raised by the RSFO through fundraisers. This money stays in the budget from year to year. RSFOs should have a plan for using the earned income funds, and should not carry over more than \$1,000 each year unless working toward a long-term goal.

### Paying for Supplies and Events

- Club members are not allowed to pay for purchases out-of-pocket and be reimbursed.
- Advisors can only be reimbursed with prior written approval.
- Student organization leaders and advisors should finalize purchases at least two weeks prior to an event, if possible.
- Purchase Order: HCC prefers not to pay for goods or services until after they are received. As such, a purchase order is the preferred way to pay for supplies or vendors. A purchase order is a document stating that HCC will pay for a product or service after it has been received. The club advisor can process a purchase order through Access Passport, under the Business & Procurement tab. Select Student Activities as the approving department, and sign it as “Requester.”
- Check Request: A second option RSFOs can use to pay for items is by receiving an invoice and submitting a check request. Advisors can find this form on Access Passport under the Finance tab. The advisor will need to select Student Activities as the approving department, and sign it as “Requester.”
- Purchasing of food for events should be done through campus food service. Please contact the Student Activities Office if you need help with this process. For catering options/ideas, call John Dankulich at 240-500-2281. The club advisor can submit a catering request form, found on the HCC website under Faculty & Staff.
- With prior written approval, advisors may be able to receive a cash advance or get reimbursed for purchases. Please discuss these payment options with the student activities coordinator. Items purchased without prior approval may not be reimbursed.

## RSFO Accounts

All accounts begin with 3150, the next 4 digits are the specific RSFO's cost center number, then the last four digits are the object code from which the funds will be taken.

RSFO ACCOUNT NUMBER: 3150 \_\_\_\_\_

Object Codes:

6030—service & maintenance contract
6060—consultants
6071—equipment rental
6072—facility rental
6080—printing/advertising
6110—office supplies
6130—software
6160—reference material/subscription
6190—misc. supplies
6220—postage
6340—dues/membership
6095—refreshments
6360—awards
6310—mileage

For example, if the SGA had a consultant on campus, the payment code would be:

3150 5290 6060 (3150 = student organization, 5290 = SGA, 6060 = consultant.)

## Deposits

All deposits into the RSFO account will go under earned income:

3150 — <4 digit student org. cost center number> — 4995.

## Earned Income Reminder:

If money is being withdrawn from the organization's earned income account, use code: 6991

If money is being deposited, use code: 4995

RSFOs should deposit all organizational funds into the account established by HCC's Finance Office. This includes their allocated share of the student organization funds, additional funds approved beyond the annual allocation, and any additional raised funds. All funds must be utilized according to college policies.

For fundraisers, cash and checks made out to HCC can be accepted, but no credit cards. Money earned should be deposited in the organization's account within three (3) business days of completion. If donating the money, process a check request **after the total amount earned has been deposited**. Finance MUST have a record of the total amount raised.

### RSFO Budget Access in WebAdvisor or Self Service

All advisors should have access to their RSFO budget in WebAdvisor. The RSFO advisor can contact Student Activities for guidance in obtaining access.

Directions for finding budget information in WebAdvisor:

- Click on Employee
- Click on Budget Selection in the top right corner
- Fund = 31; Function = 50; Cost Center = your RSFO's 4 –digit cost center number
- Hit submit at the bottom of the page
- If you click on information in BLUE, it will give you further details

Directions for finding budget information in Self-Service:

- Click on Financial Management
- Click on Budget to Actuals
- Fund = 31
- Function = 50
- Cost Center = Your 4-digit RSFO budget number
- Click on Apply Filter

RSFO treasurers are encouraged to keep the financial records for the organization's expenses/deposits, but WebAdvisor and Self-Service are useful back-up tools.

## Fundraising

RSFOs are allowed to raise additional funds to supplement the allocated budget. Fundraisers bring members together and build teamwork, organization, leadership and time management skills. Fundraising is not required, but encouraged for every RSFO to try at least one time per year. Fundraising is defined as requests for pledges, cash, corporate sponsorships, items of property, donated services, in kind gifts, grants, and sale of items.

Please note: HCC does not allow fundraising to benefit an individual. Proceeds must go to the club budget or to a non-profit organization.

Guidelines for RSFO fundraising:

1. *Have a goal in mind.*

Fundraising should be done for a purpose - whether it's to benefit the RSFO or an outside non-profit organization. If benefiting the RSFO, money raised from the fundraiser goes into the earned income account, which stays with the RSFO from year-to-year. If the fundraiser is benefiting an outside agency, money raised from the fundraiser goes into the earned income account, then a check written to the outside agency. The RSFO must submit a check request for this, as directed on page 7.

2. *Get permission.*

RSFOs must have all fundraisers approved through the online fundraiser approval form, found under Student Organizations on the HCC website. Start-up funds for fundraisers should be taken from the club's earned income account. Special exceptions can be made with permission from the Student Activities Coordinator. RSFO advisors/members are not permitted to sign contracts. Please send contracts to the Student Activities Office for processing.

3. *Give back to the community.*

There are many local charities and non-profit agencies that would benefit from an RSFOs generosity. Contact the charity/non-profit before the fundraiser to let them know the RSFO's intent and verify the correct address to send the proceeds. Only registered and licensed non-profits may benefit from an RSFO fundraiser.

4. *Pick the location.*

RSFO members are not allowed to engage in office-to-office solicitations on campus. Tables may be set up in building lobbies and outside areas. Arrangements should be made through Student Activities for table location.

Popular fundraising ideas include: bake sales, item sales (candles, cookie dough), concession sales, car washes, t-shirt sales, and prize drawings (any prize except cash or credit card).

## Framework of a Successful Organization

RSFOs will have varying levels of activity based on their mission, purpose, and student leadership. There are some general components, though, that have proven to be successful in having a strong RSFO.

### These include:

1. Have a minimum of 5-10 students who are active.
2. Have a regular way of communicating. email, Discord, text, Facebook chat are just a few to consider. Decide which works best for the RSFO, stick with it, and communicate OFTEN so members get into the habit of participating. Consider including a Zoom option for meetings so students off campus can stay connected. All students have access to Microsoft Teams through their student email account.
3. Have a regular schedule for meetings, keep meetings to around 1 hour, and have an agenda. Submit meeting times to student Activities for promotion.
4. Each year, plan to do at least one campus-wide event, one field trip, one on campus club event, one fundraiser for the club and one fundraiser or community service project for an outside non-profit.
5. Attend the Club Fair each semester.
6. The most successful RSFOs have active advisors. Try to plan meetings at a time the advisor(s) can attend, or be sure officers stay in regular communication with the advisor so moving the RSFO forward is a team effort.
7. Take time to discuss why members joined the organization. What do they hope to get out of it? Tailor your activities around those ideas.
8. Have officers attend the training sessions held at the beginning of the fall semester.
9. Attend the monthly SGA/Club meeting. These meetings are a great opportunity to discuss campus issues/new initiatives and event partnership ideas.

## Off-Campus Travel Guidelines

RSFOs are encouraged to take advantage of the campus's ideal location for access to a wide array of day-trip activities. RSFOs may also travel overnight with approval from the Dean.

- Students traveling for an HCC-sponsored event must be accompanied by the RSFO advisor or an approved substitute. Requests for substitute advisors should be submitted to the Student Activities Coordinator at least 48 hours prior to an activity. No off-campus activity or on-campus activity held after normal building hours can occur without an adviser present.
- Options available for transportation include
  - 30-passenger bus, with driver (12 passenger minimum)
  - Mini-vans, RSFO advisor driving
  - 4-door cars, RSFO advisor driving
- Transportation cost will come out of the organizations budget. Here are the general charges:
  - HCC cars and minivans: \$.65/mile
  - HCC bus: \$19.38/hr for driver, plus \$1.25/mile
  - HCC bus with restroom: add \$44.38
- Employees must have their driving record and proof of insurance on file in the VP of Administration and Finance (ATC-126A) to use an HCC vehicle. In addition, employees must complete Defensive Driver Training, have less than 4 points on their driving record, and have no restrictions (like DUIs). Contact Dawn Reed at ext. 2330 or dmreed@hagerstowncc.edu for help with this process.
- Students are not allowed to drive HCC vehicles for club field trips.
- Employees cannot drive students in their personal vehicle.
- Advisors need to arrange the time off with their supervisor, using vacation or comp time.
- Only active HCC students and employees are allowed to travel in HCC vehicles.
- No alcohol or illicit drugs are to be consumed by anyone on an HCC-sponsored trip.
- An emergency contact form should be completed by each attendee and kept by the advisor/sub. Attendees under 18 must have a parent/guardian signature.
- A list of each attendee, with HCC ID number and emergency contact number, should be submitted to the Student Activities Office before the vehicle(s) leaves campus.
- Students and advisors will not get reimbursed for gas if they drive their own vehicle without prior written authorization.

## Steps for Off-Campus Travel\*

1. At least two weeks in advance, fill out the online event form to have trip approved. The form is at: [www.hagerstowncc.edu/student-services/studentactivities/event-form](http://www.hagerstowncc.edu/student-services/studentactivities/event-form).
2. Remember to request a cash advance if needed for the trip. This request should be turned in at least two weeks prior to the trip and the money will be given to the org.'s advisor via direct deposit or check. Use an HCC tax exempt card because HCC will not reimburse tax.
3. For security reasons, everyone traveling with the group should park in the same campus parking lot. Arrange for a designated campus parking lot with campus police by calling 240-500-2308.
4. Paying for students meals during the trip is at the discretion of the club. If meals are compensated, the club can pay up to \$12 towards one meal and \$18 towards two meals per student. Anything above the allotted student per diem may be the responsibility of the student to pay. Exceptions can be made with permission of the Dean of Students. An itemized receipt, not a credit card receipt, is required by Finance. HCC students and advisors are not permitted to consume alcohol or illicit drugs while on an HCC sponsored trip.
5. Each person traveling with the group needs to fill out the HCC Waiver of Liability form. These need to be completed before leaving campus. The RSFO should keep the waivers for a minimum of four years.
6. The advisor is responsible for submitting a roster of attendees when picking up keys for HCC vehicles or traveling on an HCC bus. Email a list of all attendees names with student ID number and emergency contact number to the Student Activities Coordinator. Student Activities should know exactly who is attending all college-sponsored trips, and who to contact in an emergency.
7. Pick up the keys to the vehicle(s) in maintenance the day of the event. If leaving campus before 8 a.m., arrange to pick up the keys the day before. If returning after 4 p.m., you can drop off the keys in the night box, located on the front porch of the Robinwood Center.
8. If a gas purchase is needed, please keep receipts and be reimbursed out of the RSFO funds.
9. In general, HCC buses are available for groups of 15 or more, traveling within a 3-4 hour radius of HCC. A driver is included with the bus, and the cost comes out of the RSFO's budget.
10. The RSFO advisor is responsible for making sure all students have arranged for a ride home before leaving campus themselves.

\* Faculty advisors may have additional steps depending on their division expectations.

## **Registered Student Group (RSG)**

### **Definition**

An RSG is a group of two or more active students that is registered in the Students Activities Office, but is not affiliated with or sponsored by the college. No college funding is granted in the form of a group budget, however the RSG may ask for funding to support special projects and activities, such as printed handouts or refreshments, by filling out the event approval form online at [www.hagerstowncc.edu/student-activities/student-organization-event-form](http://www.hagerstowncc.edu/student-activities/student-organization-event-form). Fundraising is not allowed.

### **Establishing a new RSG**

1. Find at least one other student member. Members can be eligible credit or non-credit students. Eligible students are defined on page 3.
2. Complete the application materials (application, membership list, purpose statement) and submit to the Student Activities Coordinator. Forms can be found on the HCC website, under student organizations.
3. RSGs do not need an advisor. The Student Activities Coordinator may serve as an advisor, especially when a financial allocation has been granted by the Dean of Students.

Application materials may be submitted to the Student Activities Coordinator any time throughout the year. The Coordinator and the Dean of Students will evaluate the request and the group leader should be notified within 10 working days of the outcome.

### **Benefits of RSG Recognition**

HCC-recognized RSGs receive many benefits on campus. These include:

- Ability to have flyers posted on bulletin boards
- Free promotional space on the college website
- Free space for meetings and activities
- Student Organization directory listing
- Space at the Club Fair, the annual open house, and other student recruitment events



## Maintaining RSG Status

To remain eligible for the benefits of RSG designation, the student organization should have on file with the Student Activities Office:

- An up-to-date membership list that includes members' name, address, and student status (credit or non-credit)
- A designated student leader
- A purpose statement

In addition, RSGs can have no violations of the HCC Code of Student Conduct or other published HCC rules or regulations to remain in good standing.

Please note: Any changes to the student leader of an RSG should be reported within one week to the student activities coordinator.

### **Expectations for ALL Student Organizations (RSGs and RSFOs)**

1. Should complete the annual registration process by submitting all required information, and participate in available training opportunities.
2. Should update membership and other pertinent information within one week of change.
3. Should maintain the minimum membership required for registration category and have a registered Faculty/Exempt Staff Advisor if required.
4. Should follow and abide by all applicable federal, state and local laws and regulations, and all policies and procedures of the college including the Code of Student Conduct.
5. Should meet all fiscal obligations incurred by the Student Organization.

## Campus Event Planning Guidelines

Whether a small event just for organization members, campus event for students, or community event for hundreds, proper planning is the key to success. Details can seem overwhelming, but creating a clear plan of action and allowing enough time to implement the plan will help student organization members stay organized, involved, and motivated.

1. Once the organization decides on the details of an event (including place, date and time), fill out the event form online at: [www.hagerstowncc.edu/student-services/student-activities/event-form](http://www.hagerstowncc.edu/student-services/student-activities/event-form) to get permission to hold your event.

To discuss possible event venues on campus, contact Student Activities in the Student Center, room 163

2. Contact campus catering to order food. Student organizations are required to use Food for Thought catering services for events. The form is online: [www.hagerstowncc.edu/student-services/food-services/food-for-thought](http://www.hagerstowncc.edu/student-services/food-services/food-for-thought). Only club advisors can access the order form.
3. For events open to the public or held in the evening or weekend, contact maintenance and security to let them know the date of the event and the expected attendance.
4. Advertise the event. This should happen minimally one week prior to the event, ideally at least two weeks prior.

### **Please note:**

An event planning checklist is included on the student organizations webpage.

**\*\* REMEMBER: \*\***

You need to submit an event approval form for each  
on or off campus activity your organization wants to hold.

## **Advertising Events**

There are many different avenues for advertising membership drives or student organization sponsored events. RSFOs and RSGs are encouraged to get creative with their efforts. Here are a few HCC resources to use for advertising:

### **HCC Public Information**

240-500-2262

- Website calendar feature
- HCC social media
- Press release (if event open to the public)
- Electronic signs

### **Digital Design and Printing Services (a fee will be charged to the club)**

- Fliers and posters
- Copying
- Yard signs
- Banners
- Brochures

Find a full list of services on the HCC website

### **Student Activities**

Heather Barnhart

240-500-2225

hbbarnhart@hagerstownc.edu

- Text message to all students (special campus-wide events) or club members (meeting reminders)
- Paid advertising for a community event
- Targeted e-mail to specific segment of the student population
- Mass email to students (must be received by Thursday for inclusion in the following week's What's Happening)
- Fliers, posters up to 11x17, color copying

### **Note about bulletin boards:**

All club flyers should include the HCC logo (found on the website) and be approved by the club advisor or student activities coordinator.

One flyer is permitted per bulletin board. Flyers cannot be taped to walls, vending machines or glass doors. Most building entrances have side windows you can post a flyer on to help promote your event.

Please contact the Student Activities Office if the organization is considering paid advertising for a community event or would like a targeted e-mail to go out to a certain segment of the student population.

## Holding Successful Meetings

Students' time commitments are stretched with school, work, and personal responsibilities. Follow the basic guidelines below for holding productive meetings using "Roberts Rules of Order." Also be sure the meetings start and end within the stated time frame. If the organization can set a consistent meeting time, 1 to 1 1/2 hours in length, there should be good attendance. Consider offering incentives like snacks (paid for out of earned income or members bring something to share) or points for attendance that accrue towards a larger reward. Remember that HCC has reduced classes scheduled on Thursday from 2- 4 p.m.

### Parliamentary Procedure

Parliamentary procedure is a set of rules for conducting business at meetings. Details can be found in the reference book, "Robert's Rules of Order." Student Activities has a copy of the book, or one can be found online. Robert's Rules keeps the meeting organized and on-track while allowing everyone a time to speak.

#### **Here are some basics:**

Start with a fixed agenda. If possible, the agenda should be sent out a week ahead of the meeting to give everyone time to prepare.

The agenda should flow as follows:

1. Call to Order
  - The club president or leader of the meeting tells everyone it's time to start, usually by stating "The meeting will come to order."
2. Minutes
  - The secretary gives a short re-cap of the last meeting.
3. Officers' Reports
  - Officers update the group on what has happened since the last meeting and what will be coming up before the next meeting.
4. Special Committees Reports
  - If there are any special committees within your club, the committee chair would be next to update the group on what has happened since the last meeting and what will be coming up.
5. Special Orders
  - This is important business previously designated for consideration at this meeting.
6. Unfinished Business
  - Items that weren't decided on at the last meeting are discussed here.
7. New Business
  - The president or leader of the meeting should ask if there is any new business to discuss. This is where members would make motions for the group to consider new issues. They would start with something such as, "I move that we purchase..." another student should then second the motion.
8. Open Discussion
  - This is where informal discussion (not motions) is held.
9. Adjournment

## Meeting and Event Space

Student organizations are exempt from the rental fee associated with meeting spaces on campus. Use of the Student Center for meetings and events is strongly encouraged. Please contact the Student Activities Office for help finding a meeting space. If your organization is meeting outside of regular building hours, an advisor should be present.

Kepler Theater (seats 490) and the outdoor Alumni Amphitheater (seats 670) are available for event venues. These can be used for events expecting an attendance of 50 or more people. For smaller events, the BSH Auditorium (seats 100) can be booked. The Merle Elliott Conference Rooms can be reserved through the HCC website. All room reservations can be made on the HCC website through Ad Astra by the club advisor or Student Activities Office.

## Copy Machine

Clubs are welcome to use the copy machine in the Student Activities Office when creating a small number of flyers for events and activities or club brochures (50 or less) for free. Colored copies and colored paper are available.

## Copying, Printing and Design Services

For printing/advertising services beyond making a few copies, please submit the project to HCC's Digital Printing and Design Services Department, located in the CP Building. A production form is on the HCC website at [www.hagerstowncc.edu/design-services/](http://www.hagerstowncc.edu/design-services/) offerings. The charge will automatically be transferred from your organization's printing/advertising fund to pay for the job.

## Food for Special Events

Food for Thought, HCC's in-house catering service, will supply refreshments for your organization's special events. Food for Thought offers everything from coffee service to boxed lunches to fully catered sit-down meals. All requests for catering service should be made at least 14 business days prior to an event. **Food for Thought must be consulted and given the right of first refusal before food can be purchased through an off-campus vendor. It is rare that off campus food vendors are approved, so do not plan on them.** Call 240-500-2336 for further information.

The catering request form can be accessed by the organization's advisor at: [www.hagerstowncc.edu/forms/food-services/catering-request-form](http://www.hagerstowncc.edu/forms/food-services/catering-request-form)

## Button Machine

Organizations looking for a unique way to promote themselves or a special activity can use the button-making machine in the Student Activities Office for free. A template is available by contacting the SA Coordinator at [hbbarnhart@hagerstowncc.edu](mailto:hbbarnhart@hagerstowncc.edu).

## Storage Area

Student Activities can store student organization items in the Student Center. Contact the Student Activities Coordinator or Assistant for information.

## Recruiting and Retaining Members

Recruiting and retaining organization members can be a struggle. Remember, though, that students who are involved in clubs have a stronger connection to campus, are more likely to graduate, and perform better academically than students who don't get involved in extra-curricular activities.

Here are some recruitment ideas for increasing membership, and tips for keeping members involved:

- Current members are your best source for knowing how to attract new members. Have a brainstorming session to find out how current members found out about the organization, what made them join, and what keeps them coming back.
- Club Fairs are held at the beginning of each semester to give organizations the opportunity to recruit new members. Plan to have a giveaway like candy to draw students over to the table, then a catchy display of past activities and initiatives. Be organized and ready to give your meeting times and locations. Be sure to get names and e-mail addresses that are legible so you can follow up with a nice welcome and reminder of the meeting times.
- Information tables are available at New Student Orientation to give out your information to incoming freshmen. You can also create a flyer or brochure to be included in the NSO welcome pack.
- Word of mouth works the best. If current members can make announcements in their classes or walk around campus handing out information flyers about an upcoming meeting, that will be more effective than a flyer posted on a bulletin board. Personal connection is the key to attracting new members.
- Encourage current members to bring a guest to each meeting. The prospective member is more likely to stick with the club if they already know one of the members.
- Hold an informational lunch session to attract possible members and advertise it through mass e-mail, flyers and HCC social media sites.
- Target the students you think would make good members, like the creative writing class for the English Club, and highlight to those students what benefits they would get out of joining.
- To keep members, hold meetings regularly and be sure each member has a part to play in the success of the club.
- Review the framework of a successful club on page 11. If students are participating in a meaningful way, they are more likely to stay engaged and active in the club.
- Student Activities can text your members a reminder of upcoming meetings. Contact the SA Office for more information.

## Student Organization Sanctions

Student Organization events must support the purpose of the organization, as stated in the purpose statement. All activities and events must align with the HCC Code of Student Conduct. Group sanctions will be implemented if a student organization violates the code.

Organizations/Group Sanctions:

*Group Probation:* Group probation is given to a student organization or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

*Group Restriction:* College recognition is removed during the semester in which the offense occurred or for a longer period of time. While under restriction, allocated activity funds will be revoked and the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

*Group Charter Revocation:* College recognition is removed for a group, society, or other organizations for a minimum of two years. Re-charter after that time must be approved by the College President.

*Group Restitution:* Student organizations will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.

## Advisor Responsibilities

1. Complete the RSFO/RSG advisor training.
2. Understand the college's policies and regulations concerning student organization participation and the risks involved in such participation as it relates to the specific RSFO/RSG.
3. Advise RSFO appropriately to ensure that initiatives conform to HCC's policies and regulations, plus follow the RSFOs prospectus or RSGs purpose statement.
4. Attend RSFO/RSGs meetings, activities and programs as your schedule allows.
5. Assist members in planning and evaluating events to provide meaningful activities within the scope of the organization's purpose and goals.
6. Oversee the budget. This includes: approving all expenses, overseeing fundraisers and verifying funds raised are deposited in a timely manner, and accessing the budget as needed in WebAdvisor/Self-Service.
7. Accompany RSFO on all off-campus events, or arrange for a suitable HCC employee to fill. Suitable substitutes are limited to FT faculty or FT exempt staff. Advisers should notify the Student Activities Coordinator in writing at least 48 hours prior to an off-campus activity with the name of and reason for selecting the substitute. No off-campus activity or on-campus off-hour activity can occur without an advisor or approved substitute being present throughout the activity.
8. Ensure that every member participating in a field trip or potentially harmful campus activity sponsored by the RSFO/RSG has signed an HCC waiver of liability form.
9. Oversee the election process and verify results.
10. If you are in the organization's social media group or text message groups, review posts between RSFO members. Report concerning behavior, including harassing or bullying behavior to the Dean of Students immediately. Please remember, employees and members are not required to provide access to or participate in social media activities.
11. Keep track of the HCC tax exempt card (if organization is issued a card.)
12. Commit to taking an active role in the RSFO/RSG.
13. Ensure that the RSFO maintains a minimum of five active student members.
14. Offer constructive criticism and guidance, reminding the RSFO/RSG of HCC's policies and enforcing the policies when necessary. If an RSFO is in violation of college policies or local, or state laws, notify the Dean of Students immediately.
15. As an employee of the College, safeguard the College as well as the RSFO/RSG by working with groups to assure that organizational programs and activities are educational in nature, and contribute to the mission of the College.



**Hagerstown Community College**  
**Off Campus Travel**  
**Student Emergency Contact Information**

Student Name (printed): \_\_\_\_\_

HCC Student ID Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Trip Name: \_\_\_\_\_

Trip Date(s): \_\_\_\_\_

In the event of an emergency, please contact:

1. NAME: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. NAME: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Continued on back

The purpose of this section is to help the HCC advisor provide you with appropriate help, if necessary. This disclosure is voluntary, but students have to accept responsibility for their decision not to complete information that may assist the College in ensuring a positive experience. It is important that your advisor be made aware of any medical, emotional or other special issues that might affect your participation in this college-sponsored trip. Any information will remain confidential and will only be shared with appropriate professionals on a need-to-know basis.

Please initial one:

\_\_\_\_\_ I choose not to provide the information.

\_\_\_\_\_ The responses to this voluntary questionnaire are true to the best of my knowledge.

Please circle "Yes" or "No"

YES NO Are you currently being treated for a physical or mental health condition that might affect your participation in this college-sponsored trip? If yes, please explain: \_\_\_\_\_

YES NO Do you have allergies that might affect your participation? If yes, please explain: \_\_\_\_\_

YES NO Are you taking any medications that might affect your participation? If yes, please explain: \_\_\_\_\_

YES NO Have you had any recent injuries, diseases or ailments that might affect your participation? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

YES NO Are you a vegetarian or are you on a restricted diet? If yes, please explain:

\_\_\_\_\_

YES NO Is there any additional information that you wish to share that would be helpful for the Advisor to be aware of during this trip? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*If under age 18, a parent/legal guardian signature is required whether or not information is provided.*

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Printed Name

## HCC Student Organization

### Advisor Guidelines for Overnight Travel

**NOTE: A copy of this form is due to Student Activities 48 hours before trip**

1. In the event of a possible emergency, call 9-1-1. Do not make assumptions or take matters into your own hands.
2. An advisor must travel with students to and from all activities.
3. Advisor must be approved and have his/her drivers license and insurance information on file with the Office of the VP of Administration and Finance.
4. Personal transportation should only be used if an HCC vehicle is not available, and with special permission from the Dean of Students. HCC does not encourage and never requires use of personal vehicles for college-sponsored trips. The college does not have liability or automobile coverage for advisors or students driving themselves or other students during college-sponsored trips. Automobile insurance policies held by the advisors/students are the only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.
5. Overnight stays for students and advisors are limited to the hotel and not personal residences.
6. Students are not permitted to stay in the same hotel room as advisors.
7. If funded by HCC, guests are not allowed to stay in hotel rooms with students or advisors without special permission from the Dean of Students.
8. Use, possession and/or distribution of alcohol or illegal drugs by students or advisors, regardless of age, are not permitted on HCC sponsored trips
9. Student Code of Conduct and employee responsibilities as stated in the HCC Employee Handbook apply at all times. It is the advisors responsibility to enforce the Student Code of Conduct.
10. In the event of a violation of the Student Code of Conduct, or any incident involving violence or threat to student safety, advisor should document the incident and contact the Dean of Students immediately to discuss the best course of action.

**Dr. Christine Ohl-Gigliotti**

**Office: 240-500-2526**

**Cell: 240-675-0863**

11. Any Student Code of Conduct violation should be documented after the trip by completing the General Student Report form on the HCC website.

12. All expenditures must be approved in advance by the Dean of Students with the exception of emergencies. Advisors should ensure that purchases using College funds are appropriate and that itemized receipts and documentation are submitted to the Student Activities Office.
13. Advisors must collect and maintain the following travel forms from each student:
  - Copy of signed student travel guidelines
  - Emergency contact information
  - Signed HCC Waiver of Liability
 Following the trip, this information should be turned in to the Student Activities Office.
14. Minors who travel must have a FERPA release from a parent or guardian.
15. Advisor must submit a list of attendees with ID #'s to the Student Activities Office before leaving campus.
16. Additional guidelines specific to this activity include: (curfew, means of transportation during trip, safety issues, etc.)

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I understand the expectations for student and advisor overnight travel and agree to abide by the guidelines to the best of my abilities.

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Employee Name (Printed)

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Date

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Employee Signature

**If any questions arise, please contact the Student Activities Coordinator:**

Heather Barnhart  
 Office: 240-500-2225  
 Cell: 240-291-0966

## HCC Student Organization

### Student Guidelines for Overnight Travel

**NOTE: A copy of this form is due to Student Activities 48 hours before trip**

Hagerstown Community College may allow student organizations to travel overnight for special events as a means of providing comprehensive and diverse learning opportunities. All attendees are expected to conduct themselves in a professional and positive manner as representatives of HCC. By initialing and signing below, the participant understands and agrees to the rules and regulations that will be in effect through the entire trip.

Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Student Organization: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Dates of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Name & Address of the Hotel: \_\_\_\_\_

Phone Number of the Hotel: \_\_\_\_\_

Please Initial:

- \_\_\_\_ 1. I am in good academic standing and have asked permission from my instructors to be excused from class to attend this event (if applicable).
- \_\_\_\_ 2. I am in good physical and mental condition and do not suffer from any medical condition that would prevent or limit my voluntary participation in this activity.
- \_\_\_\_ 3. As a representative of Hagerstown Community College, I will conduct myself with dignity, professionalism, and decorum.
- \_\_\_\_ 4. I will adhere to the HCC Code of Student Conduct, venue regulations, and state laws at all times.
- \_\_\_\_ 5. I will sleep in the room I am assigned and understand that co-ed rooming is not permitted unless there are extreme circumstances and I have prior permission from the Dean or Athletic Director.
- \_\_\_\_ 6. Guests/visitors are not allowed to attend/participate in HCC-sponsored activities and cannot stay overnight in my room.
- \_\_\_\_ 7. I will participate in all activities for which the purpose of the event or excursion is intended.

- \_\_\_\_ 8. I will not leave the premises without prior approval from the student organization advisor.
- \_\_\_\_ 9. I will not consume alcohol or drugs, or condone such behavior from others, at any time during the trip, regardless of my age.
- \_\_\_\_ 10. I am over 18 years of age, or have gotten special permission from the Dean of Students to participate in this activity and my parents/legal guardian have signed this form indicating their permission for me to attend.
- \_\_\_\_ 11. Should I become injured during this activity, my permission is given to provide or obtain necessary medical attention.
- \_\_\_\_ 12. I will carry my health insurance card (or a copy) and a photo ID with me at all times.
- \_\_\_\_ 13. I understand that the College does not have liability or automobile coverage for students driving themselves or other students during College-sponsored trips. Automobile insurance policies held by the students are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.
- \_\_\_\_ 14. Additional guidelines specific to this activity include: (curfew, means of transportation during trip, safety issues, etc.)

\_\_\_\_\_  
 \_\_\_\_\_

As an active HCC student, I understand these expectations for student travel and agree to abide by the rules set forth here and in the student handbook. Also, if I have evidence that other students on any HCC sponsored trip are violating the rules, I know I have an obligation to inform the advisor(s) and to also notify the Dean of Students' office immediately upon my return to campus. I further understand that the student organization advisor is in charge of decision making throughout the off-campus trip; I will accept his/her authority during the entire course of this trip. I have read and signed HCC's Waiver of Liability form for my participation in this activity.

\_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date

If participant is under 18 years of age:

Parent / Guardian Name (print): \_\_\_\_\_

Contact phone number(s): \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Parent or Guardian

For Office Use Only:	
<input type="checkbox"/> birthdate and active status verified	NAME: _____ DATE: _____







## **Important contacts**

### **Student Activities:**

Heather Barnhart, hbbarnhart@hagerstowncc.edu, 240-500-2225

### **Dean of Students**

Dr. Christine Ohl-Gigliotti, caohl-gigliotti@hagerstowncc.edu, 240-500-2526

### **Public Relations and Marketing:**

240-500-2262

### **Security:**

Eric Byers, ecbyers@hagerstowncc.edu, 240-500-2501

emergency: 240-500-2308

### **Food Service:**

John Dankulich, dadankulich@hagerstowncc.edu, 240-500-2345

### **Maintenance:**

Shannon Kehne, srkehne@hagerstowncc.edu, 240-500-2339

### **HCC Website Updates:**

webmaster@hagerstowncc.edu

