

HCC Club Student Leader Training

2023-24

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2 Types of Student Clubs

Levels of Engagement:

There are two levels of campus clubs – Registered Student Groups and Registered Student Funded Organizations.

Registered Student Group (RSG) –

- 2 or more members
- Can have an advisor, but not required
- No budget, but can request funds from the dean for a special project
- Cannot fundraise or use HCC transportation for field trips

Registered Student Funded Organization (RSFO) –

- At least 5 active members
- Must have an advisor
- Has a budget
- Can fundraise and use HCC transportation for trips
- Can have a social media presence under the HCC umbrella

Who can be involved with the club?

- **Active Students**

An Active Student is defined as: a currently registered HCC credit student or a currently registered HCC non-credit student who has satisfactorily completed a course. First-time HCC students may join Student Organizations and be counted as Active Students on a temporary status until a grade point average (GPA) or satisfactory course completion is established.

- **Club Advisor**

Advisors must be F/T faculty or adjunct faculty who have taught at least 4 years, or an exempt employee

TWO NOTES:

- 1. Former students, community members, and employees who are not club advisors can help with special club activities and initiatives, but cannot be members of the club.**
- 2. Clubs must be open for any active student to join.**

Expectations of all clubs

- Complete the annual registration process by submitting all required information to Student Activities, ideally by the third week of the fall semester
 - RSG/RSFO: Application/Renewal Form (online)
 - RSFO: 2023-24 Prospectus (template online) emailed to Heather
 - RSFO: If any changes this year, email revised Constitution to Heather
 - RSFO: Signed agreement by advisor/president that club guidelines have been read and understood to Heather
- Maintain minimum number of active club members
- Follow the Student Org Guidelines
- Follow all HCC, federal, state & local regulations
- Meet fiscal obligations incurred by the organization

General Leader Responsibilities

Leadership is hard, and often thankless, work. But, noting club leadership on your resume may be the “boost” you need to make yourself stand out from the rest and the experience will be useful throughout your career.

For all clubs:

- The leaders should be committed to putting the time and effort into the club to make it a success. If you find you cannot prioritize your club, step down to let someone with more time take over the roll and keep the club moving forward
- Stay in close communication with your advisor (or, the student activities coordinator) and your members. Members can't participate in club activities and meetings if they aren't getting notices about them. Advisors can't help you succeed if they don't know your vision
- Familiarize yourself with the Club Guide and follow the correct procedures outlined within the guide to keep your club running smoothly

President/RSG Leader Responsibilities

- An RSFO President's responsibilities will be outlined in your club's constitution. Be sure to review the constitution at the beginning of the fall semester with your members to see if information needs to be changed/updated
- In general, club presidents/RSG leaders will
 - Be responsible for scheduling and running the club meetings
 - Create an agenda for each meeting and share it with members before the meeting
 - Stay in regular communication with the advisor or student activities coordinator
 - Be sure the club is following its constitution and HCC policies and procedures
 - Motivate your other officers and members to stay active in the club
 - Encourage your other officers and members to develop their leadership skills
 - Look for opportunities to network with other club officers and HCC employees
 - Fulfill the RSFO objectives as stated in the prospectus/follow the RSG's purpose statement

Vice-President Responsibilities

- An RSFO Vice President's responsibilities will be outlined in your club's constitution. Be sure to review the constitution at the beginning of the fall semester with your members to see if information needs to be changed/updated
- In general, club vice presidents will
 - Fill in for the president as needed
 - Help make sure the club is following the current prospectus
 - Help the president keep the members motivated and engaged in club activities
 - Look for ways the club can network with other campus clubs and HCC employees

Secretary Responsibilities

- An RSFO Secretary's responsibilities will be outlined in your club's constitution. Be sure to review the constitution at the beginning of the fall semester with your members to see if information needs to be changed/updated. Some clubs will have a combo Secretary/Treasurer position
- In general, club secretaries will
 - Keep all members of the club well informed and involved in club announcements
 - Keep the club's social media outlets active
 - Keep accurate minutes of each club meeting
 - Look for ways the club can network with other campus clubs and HCC employees
 - Submit online requests for club events and fundraising approvals

Treasurer Responsibilities

- An RSFO Treasurer's responsibilities will be outlined in your club's constitution. Be sure to review the constitution at the beginning of the fall semester with your members to see if information needs to be changed/updated
- In general, club treasurers will
 - Keep accurate records of club expenses and deposits in a way that can be passed on to the next treasurer or viewed upon request
 - Give an expense report at each club meeting
 - Help guide the club with budgeting for events
 - Stay in communication with the club advisor or student activities coordinator to review the status of the club budget in Self-Service
 - Work with the club advisor/student activities coordinator to make club purchases
 - Be sure budget requests follow the policies in the Club Guide

RSFO Club Budgets

- Each RSFO receives \$100 at the beginning of the fall semester once paperwork is submitted, and \$100 at the beginning of the spring semester when an updated roster is sent to Heather
- Additional funds may be requested by submitting the online event/activity approval form
- HCC funding needs to be used by June 30
- Earned income (money that is fundraised) stays in the club account from year-to-year. **HAVE A PLAN TO USE THE MONEY, THOUGH – it's not a savings account**

Club Budgets (cont.)

All club money is taken out of the Dean's Funds

- Use is initiated with the event request form
- Student Activities will assist with purchases (POs/Check requests)
- With approval, advisors can get reimbursed for purchases or get a cash advance
- STUDENTS ARE NOT APPROVED TO MAKE PURCHASES FOR THE CLUB. Please see your club advisor or the student activities coordinator for help
- **Budget Money** can be used for
 - Catering for events (Remember that Campus Catering must be used)
 - Registration fees
 - Travel
 - Speaker/performer fees
 - Off campus activities fees

Club Budgets (cont.)

Earned Income can be used for

- Meeting refreshments
- Promotional items
- Dues for national organizations
- Donations to non-profit agencies

All club money should be used to benefit members and support the club mission. It cannot be used for classroom supplies or equipment, or put towards a member's required course expenses

RSFO Travel Guidelines

HCC Vehicles available:

- HCC buses (seats 28 – 45 guests, one with a restroom)
- Minivans
- 5-passenger cars

Drivers must have their driving record on file with VP of Finance.

ADVISORS CANNOT TRANSPORT STUDENTS in their personal vehicle

Students who transport other students must show proof of insurance and have a driving record on file with the VP of Finance. Students can get reimbursed the cost of mileage.

Everyone must sign a waiver, including the advisor. These should be kept with club records for 4 years

Everyone must have emergency contact info. on file with the Student Activities Office

RSFO SOCIAL MEDIA

- Review social media guidelines on website – all HCC club accounts must be set up through the Public Information Office
- Administrators will include Beth Kirkpatrick, Abby Humbel, Heather Barnhart, club advisor (if applicable) and student officer(s).
- All posts must align with HCC's rules/regulations, but it is noted that content submitted by individuals does not necessarily reflect the thoughts or opinions held by the college.
- **Club members and advisor cannot be required to participate in the club's social media,** so your club should have another way of communicating with members
- If your club does use social media, be sure to keep it as active as possible
- Currently, clubs are allowed to have Instagram and Facebook social media pages. HCC does not consider Discord a form of social media

RSFO Fundraising

- You can fundraise for your club or for a non-profit agency, but you cannot fundraise for an individual
- Start up money for club fundraiser must be paid back into the club account before proceeds are distributed
- Have a goal in mind for your fundraiser. This is a great way to build teamwork, but don't do it just to establish a "nest egg" for the club – have a purpose for raising money
- Fill out the fundraiser approval form (HCC website clubs page, under resources in the green box) for permission early in the process so you don't spend a lot of time planning for something that's not approved
- Remember, fundraising is NOT required of the club – there are dean's funds available for your activities
- The money you collect should be deposited in Finance within three days of your fundraiser. Deposit ALL money collected, then pay back any start-up expenses
- Currently, only cash and checks (made out to HCC) can be used to fundraiser payments

Best Practices - Recruiting

- Two club fairs are held each year – typically in mid-September and mid-February. This is a great way to talk to students and get a list of prospective members
- Clubs have had success with setting out their own info. table in the Student Center over lunch or in the LSC lobby. Or, if your club is major-specific, like IT Association, consider setting up a table where most students with that major take classes
- Organize an “Interest Meeting” and promote around campus with flyers, HCC social media posts, email announcements, slide in the cafeteria, etc. Get creative!
- Word of mouth is always the best – have current members talk to classmates and friends about joining. Consider offering an incentive to current members who invite the most students to a meeting

Best Practices – Expectations

Each club's level of activity will be different depending on its purpose and student leadership. Successful RSFOs, though, should try to incorporate these practices throughout the year:

- Have a minimum of 5 members actively coming to meetings/events
- Have a regular way of communicating with members, and do it often
- Have a regular schedule for meetings, and have an agenda for each
- Attend the Campus Fair each semester
- Plan at least one campus-wide event, one club event, one fundraiser for an outside organization, one fundraiser for the club
- Meet at a time the advisor is available to attend. The most successful clubs have active advisors
- Have a club rep attend the monthly SGA/Club meetings to keep up-to-date with campus life activities and collaboration opportunities. **Remember: T-T-T!** Meetings are the **Third Thursday** of each month at **Three p.m.** in STC-182

Best Practices — Retaining Members

- Agree early on how to best communicate with members, and be sure the club's leaders are communicating frequently
- Let all club members have input in the direction of club activities and initiatives
- Have a regularly scheduled meeting time, and send out an agenda in advance so members can prepare for the discussion (plus, it serves as a meeting reminder.)
- Be sure each member has a role to play in upcoming activities so they stay engaged
- Respect the time members are giving to the club and stay organized and on task during meetings
- Try to give each member a “to do” item so they stay involved and have a reason to report back at the next meeting

Club Resources

- Club Guide
 - Policies and procedures for HCC clubs
 - You are responsible for reading and understanding this guide so you can help your club run smoothly
- Student Organization Webpage
 - www.hagerstowncc.edu/student-activities/student-organizations
 - Here you'll find:
 - club application/renewal form
 - event approval form
 - fundraiser approval form
 - Constitution template
 - Prospectus template, and more!
- Student Activities
 - Heather – 240-500-2225, hbarnhart@hagerstowncc.edu
 - Jennifer – 240-500-2602, jlhockenberry3@hagerstowncc.edu

Club Resources

- Catering
 - Request needs to be submitted by club advisor or student activities coordinator
 - Campus catering has right of first refusal – you must get permission from John Dankulich to NOT use HCC catering for your event jadankulich@hagerstowncc.edu
- Room/Space Reservation
 - Request needs to be completed by club advisor or student activities coordinator
 - Clubs are allowed to meet during regular building hours without their advisor, or at any time with their advisor present
 - Clubs that are active by nature may be required to have an advisor at each meeting for safety reasons. This will be decided by the Dean of Students
 - Club meetings can be held in any building
 - Club meeting space may need to change from semester to semester depending on scheduled classes and employee meetings