

# HCC Club Advisor Training

---

2023-24



# 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

# 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

**PLEASE NOTE: 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.**

# 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

# Advisor Responsibilities

---

Advisors play a crucial role in the success of a student organization.

Expectations of an advisor include:

- Attend RSFO/RSGs meetings, activities and programs as schedule allows
- Understand the college's policies and regulations concerning student organizations, and be sure club members are following them
- Advise club appropriately to ensure that initiatives follow the RSFOs prospectus or RSGs purpose statement
- Assist members in planning and evaluating events to provide meaningful activities within the scope of the organization's purpose and goals

# Advisor Responsibilities (cont.)

---

- 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 Self-Service
- Accompany RSFO on all off-campus events, or arrange for an HCC employee to fill in. Advisor must be present at all times
- Ensure every member participating in a field trip or potentially harmful campus activity sponsored by the RSFO has signed an HCC waiver of liability and emergency contact form(s)
- Oversee the election process and verify results
- Commit to taking an active role in the club

## *What's that look like?*

*Attend club-sponsored functions when possible, communicate in a timely manner, offer support and motivation, be sure members have the resources needed to be successful.*

# Advisor Responsibilities (cont.)

---

- Ensure that the RSFO has a minimum of five active student members.
- If the RSFO/RSG is in violation of college policies or local/state laws, notify the Dean of Students immediately.

# Club Budgets

---

- Each RSFO receives \$100 at the beginning of the fall semester once paperwork is submitted, and 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 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.)

---

## 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
- Budget money can be used for
  - Catering for events (Campus Catering = right of first refusal)
  - Registration fees
  - Travel
  - Speaker/performer fees. Contracts must be signed by Heike

# 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

# Travel Guidelines

---

HCC Vehicles available:

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

Drivers must have his/her driving record on file with VP of Finance.

As a volunteer club advisor, you must arrange with your supervisor to take comp or vacation time for club events

Advisors will not get reimbursed for gas if they use their personal vehicles when an HCC vehicle is available

**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

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

You must fill out a travel roster before you get the key to a vehicle. All you need for this is the full name of each participant. Rosters are on the HCC buses and in maintenance by the key pick-up area.

# SOCIAL MEDIA — YOU DO NOT HAVE TO PARTICIPATE

---

- Review social media guidelines on website – accounts must be set up through the Public Information Office
- Administrators 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.

# 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 for permission early in the process

# 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
- 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 help club leaders stay organized and on task during meetings



# Club Resources

---

- Club Guide
  - Policies and procedures for HCC clubs
  - Advisor responsibilities
  - Club expectations
- Student Organization Webpage
  - [www.hagerstowncc.edu/student-activities/student-organizations](http://www.hagerstowncc.edu/student-activities/student-organizations)
- Student Activities
  - Heather – 240-500-2225, [hbarnhart@hagerstowncc.edu](mailto:hbarnhart@hagerstowncc.edu)
  - Jennifer – 240-500-2602, [jlhockenberry3@hagerstowncc.edu](mailto:jlhockenberry3@hagerstowncc.edu)

# Club Resources

---

- Catering

- Find the form under Faculty/Staff, Food Services on the website:

- [https://www.hagerstowncc.edu/forms/food-services/catering-request-form?check\\_logged\\_in=1](https://www.hagerstowncc.edu/forms/food-services/catering-request-form?check_logged_in=1)

- Form can only be filled out by an HCC employee (login required)

- 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](mailto:jadankulich@hagerstowncc.edu)

- Room/Space Reservation

- Use Ad Astra to schedule a meeting room. On the website, find the form under Faculty/Staff, then in the green box to the left click on Event Scheduling

- <https://www.aaiscloud.com/HagerstownCC/Default.aspx>