



HCC CLUB STUDENT LEADERS AND ADVISOR TRAINING 2025-26



The following slides contain a brief summary of the information found in the Student Organization Guide. Club leaders and advisors are still responsible for reading through the guide for details of the responsibilities and expectations of campus clubs.

Remember to fill out the Completion Form at the end so you get credit for completing the training.

NEW FOR 2025-26

- Clubs will now submit an updated or new Constitution each year as part of the application. The Constitution must include the organization's objectives for the year (what the club wants to focus on or accomplish this year).
- Instead of including each officer/member individually on the club renewal application, you'll see a spot to upload your club roster as a .pdf. Please note the officers on the roster, and include each member's name, ID number and student email address.
- It is no longer necessary to submit a Prospectus.
- RSFOs can fundraise to create a scholarship to award to a club member each year. Details are on slide 13.
- Clubs are allowed to meet in Student Center room 182 again as long as the computer settings/wiring are not changed.
- There is a new section in the Student Org Guide concerning off-campus political activities. If your club has political initiatives in mind, please be sure to read through this section.

2 TYPES OF STUDENT CLUBS

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, have a social media site or use HCC transportation for field trips

Registered Student Funded Organization (RSFO) –

- Must have at least 5 active members
- Must have an advisor
- Has a budget
- Can fundraise for club and/or non-profit agencies
- Can 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:

1. a currently registered HCC credit student (must be taking classes this semester)
2. a non-credit student who is currently registered in a workforce licensure program
3. a currently registered HCC Program for Adult Literacy student who has demonstrated consistent enrollment, attendance and progress.

- **Club Advisor**

Advisors must be F/T HCC faculty or F/T HCC exempt-status employees

PLEASE NOTE:

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. Outside agencies can attend club activities to offer support, but a club member must be present at all times while agency is on campus.

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: Updated Constitution ([template online](#)) with this year's objectives
 - RSFO: Confirmation by advisor and officers that club training has been completed (link at end of this training)
- Maintain minimum number of active club members
- Follow the Student Org Policy found in the Student Org Guide and on the website
- Follow all HCC, federal, state & local regulations/laws
- Meet fiscal obligations incurred by the organization
- Put meeting space back to original tech, table and chair configuration

EXPECTATIONS FOR RSFOs

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 active members 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 Club Fair each semester (Fall's Club Fair is Thursday, Sept. 25, 11 a.m. – 1 p.m.)
- 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. **Advisors are expected to attend at least one meeting each month.**
- Attend or delegate a member to attend the monthly SGA/Club meetings to keep up-to-date with campus life activities and collaboration opportunities. Meeting schedule will be announced ASAP.

RSFO OFFICERS & CONSTITUTION

- If you are starting a new Registered Student Funded Organization, the founding members should select the officer team. After the inaugural year, the club members should always follow the election process outlined in the Constitution.
- For continuing RSFOs: at the beginning of each academic year, the current club members should review the Constitution, revise the objectives and attach the updated version with the application renewal. **(NEW FOR THIS YEAR)**

RSFO PRESIDENT and VICE PRESIDENT

Duties will vary by club and will be defined in the club's Constitution. In general, though, the role of a club president will include:

- Prepare an agenda and preside over regularly scheduled meetings
- Keep the club's webpage/social media updated or delegate to another member
- Stay in regular communication with the advisor and Student Activities staff
- Lead the organization in a way that follows the club's Constitution
- Ensure club is following HCC's Code of Student Conduct and other college policies
- Attend monthly SGA/Club meetings or delegate a member to do so
- Meet monthly with the Student Activities Coordinator to review club activities/initiatives if a club member cannot attend the monthly SGA/Club meeting
- VP should be prepared to support and step in for president if necessary

RSFO TREASURER - BUDGETS

- Funds to support the clubs comes out of the dean of students budget. The budget is \$10,000/year to support all clubs' events/initiatives.
- Each RSFO receives \$100 at the beginning of the fall semester once the application/renewal and Constitution are submitted and this training is completed by all officers and the advisor(s). An additional \$100 will be given at the beginning of the spring semester when an updated roster is sent to Student Activities.
- Additional funds may be requested by submitting the online event/activity approval form. Funds will be available on a "first come/first served" basis. If there are several active clubs, funding may be restricted to one event supported with dean's funds each semester.
- HCC funding needs to be used by June 30
- Earned income (money the club has earned through fundraising) stays in the club account from year-to-year. **HAVE A PLAN TO USE THE MONEY** – it's not a savings account.
- Details about using the club's budget can be found in the Student Org Guide. Please see Heather in Student Activities if you have questions about what expenses can be covered with dean's funds and what the club should fundraise for.

CLUB BUDGETS (CONT.)

- Student Activities will assist with purchases (POs/Check requests)
- With approval, advisors can get reimbursed for purchases or get a cash advance
- **Club members are not authorized to make club purchases and will not be reimbursed**
- Examples of what budget money can be used for:
 - Catering for events (Campus Catering = right of first refusal), but not regular meetings
 - Registration or entrance fees
 - Travel
 - Speaker/performer fees
 - Supplies for club initiatives

CLUB BUDGETS (CONT.)

Earned Income from fundraising can be used for

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

NOTE: 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

FUNDRAISING

- Fundraising is not a requirement for clubs and many expenses can be covered with dean's funds. Check with the Student Activities Office about the best way to get the funds you need for your project
- 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

CLUB SCHOLARSHIP

NEW THIS YEAR: Clubs can create and award a scholarship to an active member!

1. To create a club scholarship, the club advisor and members must set up an appointment with Ashley Whaley, director of College Advancement
2. Final approval for the club scholarship will be given by the club scholarship award committee
2. Scholarship awards can be between \$250 - \$500
3. Each club will create its own scholarship application and criteria, incorporating the following general criteria:
 - Scholarship will be awarded for the spring semester
 - Each club will award one scholarship
 - A student can only be awarded the scholarship one time
 - Recipient must be a member in good standing at the end of the fall semester
4. Club must be in good standing for scholarship to be awarded
 - Have all paperwork on file with Student Activities
 - Have all officer and advisor trainings completed
 - Have current roster on file with Student Activities
 - Have at least 5 active members
5. Scholarship money will only come out of earned income
6. Clubs are responsible for promoting the scholarship to its members
7. The club scholarship award committee will include the club advisor, dean of student affairs, director of college advancement, and student activities coordinator

RSFO SECRETARY - COMMUNICATION

Communicating with your club members may be a challenge. Some clubs have their secretary take the lead on this. Try to be consistent with how you communicate so members can get into the habit of checking in.

- All HCC students have access to Microsoft Teams through Outlook
- Some clubs use Discord to communicate
- Include advisor in communication so they can keep up-to-date with club initiatives
- Minutes should be taken at each meeting, approved by the President, and added to the club's Teams page so absent members can keep up with club activities

ADVISOR'S ROLE

Club advisors serve as a resource for clubs, review plans to be sure they align with the club's Constitution and college mission and help members build their leadership skills. It is the responsibility of the club officers to keep the club organized and running smoothly, but the advisor is expected to actively oversee the club's operations.

Advisor responsibilities also include:

- Verifying club election results
- Overseeing the budget and fundraising initiatives
- Supervising club events
- Organizing transportation for off-campus activities
- Ordering catering for club events
- Attending at least one club meeting each month

Please note: the full list of responsibilities is in the Student Org Guide.

SOCIAL MEDIA

- Review social media guidelines on website – all accounts must be set up through the Public Information Office
- 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
- Members and advisors cannot be required to use a club's social media, so another form of communication must be used as well to keep everyone updated on club happenings
- HCC does not consider Discord a social media platform

MEETING ROOMS/EVENT SPACES

Reserving a club meeting space can be done by the club advisor or by the Student Activities Office using Ad Astra on the HCC website. Clubs are not allowed to meet in a room without a reservation.

- Rules for room/space usage for meetings and events:
 - All tech equipment, screens, tables and chairs must be reset to the original configuration at the end of the meeting
 - Club members must leave the room/space at the end of the club's scheduled time
 - Be cognizant of classes and office space around your room and keep noise at a normal level. Student Activities can help the club find a space for louder activities/events if needed
 - Classes take priority over club meetings for classroom use. Therefore:
 - If a class is still meeting in the room when you arrive for your meeting, please be patient and wait outside until the instructor has dismissed the class
 - If an instructor arrives early to set up for their class, please end your meeting early and allow the instructor to have the space. Student Activities can help you find a different meeting room if this will be a regular conflict

MEETING ROOMS/EVENT SPACES CONT.

Spaces on campus that can be used for events include:

- ARCC gym (for several hundred expected attendees)
- Kepler Theater (seats 490) – minimum 50 expected attendees
- Outdoor Alumni Amphitheater (seats 670) – minimum 50 expected attendees
- BSH Auditorium (seats 100)
- The Merle Elliott Conference Rooms (seats 30 – 100)
- Student Center Main Dining (seats 80 -120)

Please note for all spaces, except the Student Center and BSH auditorium:

HCC rents out these spaces, and if an outside group wants to pay to use the facility, the campus club will be asked to reschedule their event.

HOSTING AN EVENT

- Each club-sponsored event needs to be approved by the Student Activities Office. Submit the online event approval form to get the process started.
- Once approved, create a clear plan of action with duties for each member so everyone feels included in the planning process
- Order campus catering at least two weeks in advance
- Have your advisor or the Student Activities Office reserve your space
- If held outside regular building hours, the club advisor must be present for the entire event
- If held outside regular building hours, campus police and maintenance must be notified at least two weeks in advance
- Promote your event through HCC's social media, weekly student mass email, posters around campus, a slide on the PowerPoint slideshow in the main dining area, and other unique ideas your club has. Get creative!

TRAVEL GUIDELINES

- **HCC Vehicles available:**
 - HCC buses (seat 28 – 45 guests, one with a restroom)
A minimum of 12 passengers is required to take a bus
 - Minivans (seat up to 7)
HCC driver is available for \$25/hour
 - 5-passenger cars
- Advisor or approved substitute must accompany club
- Students are not permitted to drive HCC vehicles
- Overnight travel for conferences is possible if approved by dean of students
- If club is considering an off-campus trip, please read through details of off-campus travel in the Student Org Guide

RECRUITING MEMBERS

- 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, and a slide on the PowerPoint slideshow 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

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
 - Student Activities – Student Activities, Student Center room 163
 - Heather – 240-500-2225, hbbarnhart@hagerstowncc.edu
 - Jennifer – 240-500-2602, jlhockenberry3@hagerstowncc.edu
- WE WANT TO MEET YOU!** Please plan to stop by to introduce yourself and let us know how we can help your club run smoothly this year!

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

- Form can only be accessed by an HCC employee (login required)
- Campus catering has right of first refusal – you must get permission from Chris Schindler to NOT use HCC catering for your event

- **Room/Space Reservation**

- Form can only be accessed by employees
- 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>

TRAINING COMPLETION FORM

After you have read and understand the information in this training, please submit the completion form below:

STUDENT LEADER COMPLETION FORM: <https://www.hagerstowncc.edu/docs/club-officer-training-completion-confirmation>

ADVISORS COMPLETION FORM:

<https://www.hagerstowncc.edu/docs/club-advisor-training-completion-confirmation>

Additionally, if there are additional topics you think should be addressed in this training or have suggestions for other improvements, please reach out to Heather Barnhart at hbbarnhart@hagerstowncc.edu or stop into the office: STC-163.