

2025



2026

Student Government Association Guidebook



“Opportunity is missed by most people because it is dressed in overalls and looks like work.”

- Thomas Edison

Welcome

Thank you for taking on this important student leadership role. As part of HCC's Student Government Association, you will be called upon to be the "voice of the student body" in policy and procedure decisions, College events, and community activities. In your SGA role, we hope you will engage classmates throughout the year in discussions about campus activities, procedures, and services so we can offer all HCC students the best possible college life experience.

Benefits to SGA Involvement

Skills you'll develop that all employers and transfer colleges look for include: teamwork, time management, event planning, and multi-tasking/prioritizing. Set yourself above other job applicants by showing you can succeed not only in the classroom, but in extra-curricular leadership roles.

Throughout the year, we will incorporate leadership skill building into meetings, attend conferences, and organize workshops.

You will also develop your communication skills by working with HCC employees, students and community members; speaking at college functions; and keeping the student body updated on SGA events and activities.



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In addition to the guidelines in this booklet, SGA members should be familiar with the SGA Constitution, By-laws, and Student Organization Policy found on the HCC website.

What is HCC's Student Government Association?

SGA Mission Statement:

The Student Government Association is the lead voice of all students attending Hagerstown Community College, whether credit or non-credit. The SGA represents to all parties the interests of the students at the college.

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SGA Objectives:

1. To provide an official student voice for matters affecting the student body
2. To maintain a positive system of communication between the student body and other members of the College community
3. To ensure all rights granted to student involvement for traditional and non-traditional students
4. To uphold all rules, regulations, and privileges set forth by Hagerstown Community College
5. To promote the development of leadership skills for all students
6. To support activities for the student population such as social and cultural events, leadership training, and other such services needed by students
7. To actively participate in the Hagerstown Community College Shared Governance system
8. To increase student awareness of campus opportunities and student involvement

YOU have a big role to play in the success of the SGA TEAM

In this section, the duties and expectations of the officers and senators will be explained.

All Officers and Senators must:

- Be registered for credit classes
- Have at the time of application and maintain a minimum 2.5 cumulative GPA
- Be in good academic and behavioral standing
- Have accumulated at least 6 credits at the time of application
- Plan to be a credit student for the full academic year
- Be committed to working as a team to accomplish goals

Being a good teammate means:

- Communicating regularly and in a timely manner
- Checking your email for SGA messages
- Being on time and prepared for meetings. Always bring your calendar, something to write with, and copies of any reports you are responsible for presenting
- Prioritizing SGA. Our meetings are held the same day/time each month. If you cannot attend, please let the president or advisor know BEFORE the meeting, or it will be unexcused.
- Staying positive
- Staying motivated
- Being responsible. If you commit to helping with an event, follow through
- Being respectful. Everyone has great ideas to share, and it's important to let everyone voice their opinions

Student Representation

Being an effective representative of the student body is the most important job of each SGA member.

A few ways this is done:

1. The SGA president attends monthly Board of Trustees meeting to give the SGA report. This is a great opportunity to highlight club activities and initiatives that are making an impact on campus and in the community.
2. Promote your SGA team. Students can't come to you with ideas/concerns if they don't know who you are. Create a marketing campaign for your SGA so students recognize your names and faces. Here are some ideas:
 - A. Create poster boards with your pictures for the building lobbies
 - B. Hold "Get To Know Your SGA" events
 - C. Wear SGA T-shirts around campus and to SGA events
 - D. Introduce yourself during orientation and make it a point to talk to new students during the social time
 - E. Ask your instructors if you can introduce yourself in your classes and periodically make brief announcements about upcoming events
 - F. At SGA sponsored events, make an effort to socialize with all attendees, not just your friends
3. Gauge students wants/needs/concerns by creating a survey, holding a town meeting, setting up an info. gathering table in a high traffic area, etc.— then propose changes to HCC's administration if it is needed.

Remember: Communication is key. It's not possible to be a representative of the student body if you don't communicate with the student body.

President

“Coming together is a beginning; keeping together is progress; working together is success.” - Henry Ford

The SGA president is responsible for building a team that will effectively work together to accomplish the goals developed at the beginning of the term. Make it a priority to connect with your officers, senators and program board members. Find out what strengths each brings to the team, find opportunities to let those strengths shine, and find ways to challenge your teammates to step outside their comfort zone and learn new leadership skills.

Key components will include:

1. **Communication** - “check in” often with your officers, senators, and program board members to be sure they are up-to-date on SGA events/initiatives/meetings
2. **Appreciation** - tell your officers and senators often how their participation in SGA is positively impacting campus life
3. **Motivation** - be sure to give your officers and senators reason to stay engaged and active in SGA

PRO TIP: Your success depends on the success and strength of your team. Get into the habit of talking about SGA in terms of “we” and “our” team instead of “me” and “my” team - you’ll be surprised what a big impact this little nuance in phrasing has in how team members and others perceive your group.

It is the president’s responsibility to read and understand the SGA Constitution (found on the HCC website) and the role the president plays within the group.

Because of the time commitment, the SGA president cannot be president of another campus organization. If the president chooses to be an officer in another club, priority must be given to SGA responsibilities.

President duties

A. Meet with students to discuss campus issues or student needs

- One-on-one
- Casual lunchtime discussions
- Focus groups
- Town hall meetings

B. Regularly check SGA email and reply promptly

- Your email is: **sgapresident@hagerstowncc.edu**
- To find email: Click on Faculty & Staff on the HCC homepage, then click on Outlook Web Access
- Username = sgapresident; Password = _____
- **If you want to send an e-mail to a group of people, first send it to the SGA advisor for proofing**

C. Stay in contact with Campus Club Presidents

D. Attend the monthly HCC Board of Trustees (BOT) Meeting

- Meeting schedule is posted at:
<http://www.hagerstowncc.edu/about-hcc/president/board>
- Meetings are typically at 1 p.m. in the CP Building
- You will receive a BOT agenda via e-mail
- This is a business meeting. Please dress in business attire
- Send your report to the SGA advisor for approval at least one day prior to the meeting
- Your report should include SGA and club activities since the last meeting, and events coming up before the next meeting
- Keep your report under 5 minutes
- You can leave right after your report, or stay for the full meeting. Meetings usually run until 3 p.m.

PRO TIP: For your report, you want to show the BOT the impact SGA has both on campus and in the community. Highlight partnerships with Alumni, athletics, and other departments. Be sure to reach out to clubs so you can include their activities that had campus-wide or community impact.

- E. Oversee that other officers are completing their duties
- F. Work on campus issues and student concerns, as needed:
 - Meet with HCC employees
 - Communicate with other colleges
 - Call on outside resources
 - Survey students
- G. Keep your team motivated!
- H. Represent the Student Body at HCC events
- I. As a member of the SGA Program Board, help plan, promote and/or attend SGA-sponsored events
- J. Attend fall and spring New Student Orientations
- K. Serve on HCC's governance council
- L. Attend the quarterly Alumni Association meetings
- M. Meet weekly with the advisor and VP, as needed

If you are not able to attend a meeting or event you previously committed to, notify the advisor right away, then contact the VP to fill in for you.

Refer to the SGA By-Laws in the Constitution for further responsibilities.

Running a meeting

The SGA president is expected to lead SGA meetings using parliamentary procedure. Following is a brief outline of the procedure, and more resources are available online.

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 you can look 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 at least two days ahead of the meeting to give everyone time to prepare. This also serves as a meeting reminder to everyone!

Your 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 something like: “The meeting will come to order at 1 p.m.”

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 SGA, 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

- The president or leader of the meeting announces the time that the meeting ends, usually by stating something such as, "With no further business to discuss, the meeting is adjourned at 3:45."

Vice President

“Individual commitment to a group effort – that is what makes a team work, a company work, a society work, a civilization work.”— Vince Lombardi

The vice president should be ready to fill in for the president should need arise. To do this, the president and VP should work closely together on initiatives and have good communication throughout the year.

It is the VP's responsibility to read and understand the SGA Constitution (found on the website) and the role the VP plays within the group.

Vice President Duties

A. Regularly check SGA e-mail and respond promptly

- Your email is: **sgavicepresident@hagerstowncc.edu**
- To find email: Click on Faculty & Staff on the HCC homepage, then click on Outlook Web Access
- Username = sgavicepresident; Password = _____
- **If you want to send an e-mail to a group of people, first send it to the SGA advisor for proofing**

B. Serve as vice-chair of the SGA Program Board

- Work with the SA coordinator to keep board organized
- Run monthly meetings - work with SA Coordinator to create the agenda
- Create and maintain incentive program for PB participation
- Communicate with members frequently to keep them involved/motivated
- PB should have between 5-10 active members

C. Work with president on campus issues and student concerns, as needed:

- Meet with HCC employees
- Communicate with other colleges
- Call on outside resources
- Survey students
- Conduct Student focus group

D. Represent the Student Body at HCC events/activities

E. Attend fall and spring New Student Orientations

F. Meet weekly with the SA coordinator and president, as needed

G. Chair the SGA Nominations and Elections Committee. Guidelines are in the SGA Constitution.

H. As a member of HCC's Student Affairs Council, attend meetings as scheduled (usually quarterly)

I. If the SGA President needs to step down from their role, the VP will move up to that position, as stated in the constitution.

Important note: If you find at any time during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

Program Board Leadership Guidance

1. Stay in contact with members through e-mail or face-to-face
 - Send reminders about meeting dates/times
 - Send reminders about tasks that need completed
 - Check to see if people need help completing tasks
 - Send updates regarding progress on upcoming events
2. Run the committee meetings
 - Create a detailed agenda with help from the SA coord.
 - Distribute agenda via e-mail at least one day before meeting so everyone can be prepared
 - Stay on topic
 - Allow for discussion within each topic (“Does anyone have ideas about prizes for the movie night?”)
 - Make sure everyone participates, even if you have to ask them directly (“John, what do you think about Tim’s idea?”)
 - Acknowledge all comments, and if not relating to current topic, make connection with it (“Making posters for the Valentine’s Dance is a great idea, do you think we should also make posters for the Halloween Dance we’re discussing now?”)
 - If needed, gently remind members that everyone deserves to be heard and to follow the “one-at-a-time” courtesy rule when speaking
 - Have each member leave with an assignment to be completed before the next meeting
 - If you think there are members who have ideas but aren’t vocal because of other members, go around the room before the end of the meeting and ask for everyone’s individual thoughts on what was discussed during the meeting.
3. Follow up after each meeting with an e-mail for members who couldn’t attend

4. Promotion of events should begin no later than 2 weeks prior to the event
5. Consider planning fun, stress-relieving activities specifically for program board members to build teamwork
6. Ask for help from others as needed
7. Consider giving each PB member a turn leading one of the SGA sponsored events to help develop their leadership skills
8. Maintain an incentive program for board members

SAMPLE INCENTIVE PROGRAM:

2017-18 SGA Program Board

INCENTIVE PROGRAM

Meeting Attendance = 2 points

Event attendance = 3 points

Help with event promotion = 2 point

Event attendance + set up or tear down = 5 points

Event attendance + help w/ set up AND tear down = 7

AWARDS

15 points = \$10 coupon for campus store or HCC eatery

50 points = faculty parking spot for 1 week

Most points at the end of April = \$100 Sheetz Gas Card

Secretary

“Be the change you want to see in the world.” - Gandhi

The secretary is the glue that holds the SGA team together. By taking good meeting minutes and sharing those minutes with the other SGA members in a timely manner, the secretary plays a huge part in keeping everyone updated and motivated.

Another vital role the secretary plays is recording the notes, motions and important decisions of the current team so future SGAs will be able to easily access the information if need arises.

Secretary duties:

A. Regularly check SGA email and respond in a timely manner

- Your email is: **sgasecretary@hagerstowncc.edu**
- To find email: Click on Faculty & Staff on the HCC homepage, then click on Outlook Web Access
- Username = sgasecretary; Password = _____
- **If you want to send an e-mail to a group of people, first send it to the SGA advisor for proofing**

B. Communicate upcoming event/meeting dates effectively to SGA officers, senators, program board members and campus clubs

C. Work with president on campus issues and student concerns, as needed:

- Meet with HCC employees
- Communicate with other colleges
- Call on outside resources
- Survey students
- Conduct Student focus groups

D. Complete monthly minutes promptly, send an electronic copy to the president and advisor to review, then file them. Tips for how to complete minutes can be found on the HCC website under student organization resources.

E. Maintain an SGA Teams page that includes all meeting agendas, minutes, event flyers, event reports, and budget info. to pass along to the next SGA

F. Attend fall and spring New Student Orientation

G. Represent the student body at HCC events if requested

If the secretary is unable to attend a meeting, he/she must contact the SGA president or advisor before the meeting, or the absence will be unexcused and subject to censure, as per the SGA Constitution.

Important note: If you find at anytime during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

Treasurer

"If you don't like something, change it. If you can't change it, change your attitude." - Maya Angelou

The treasurer is responsible for tracking expenses for the SGA, working with the program board to establish budgets for each event, and presenting a financial report at each monthly SGA/ Club meeting.

It is the treasurer's responsibility to read and understand the SGA Constitution (found on the website) and the role the treasurer plays within the group.

Treasurer duties:

- A. Regularly check SGA email for correspondence and respond in a timely manner
 - Your email is: **sgatreasurer@hagerstowncc.edu**
 - To find email: Click on Faculty & Staff on the HCC homepage, then click on Outlook Web Access
 - Username = sgatreasurer; Password = _____
 - **If you want to send an e-mail to a group of people, first send it to the SGA advisor for proofing**
- B. Regularly review budget report with the SGA advisor
- C. Help the program board set the budget for each event
- C. Work with president on campus issues and student concerns as needed
- D. Give budget report at each meeting, including:
 - How much was spent/earned
 - What the balance is

E. Attend fall and spring New Student Orientation

F. Represent the student body at HCC events upon request

If the treasurer is unable to attend a meeting, they must contact the SGA president or advisor before the meeting, or the absence will be unexcused and subject to censure, as per the SGA Constitution.



Important note: If you find at anytime during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

SGA Budget Procedures and Guidelines

As part of the Board of Trustees approved annual college budget, funds are designated to cover the cost of all student activities, including student organizations and Student Government Association.

BUDGET ALLOCATION

- Each fall semester, funds will be allocated from the Dean of Student's budget to the Student Government Association budget
- The SGA budget cost center number is 3150 5290
- The SGA Executive Officers will decide how to allocate the total budget given by the Dean of Students, based on the goals of the SGA
- The SGA Treasurer will send the budget allocation proposal to the Student Activities Coordinator and Dean of Students for approval. The proposal will include a general outline of how the money will be spent
- All funds must be utilized according to college policies
- Budget money allocated by the Dean must be used by June 30. Earned income will stay in the budget from year-to-year

PURCHASING GUIDELINES

- SGA members are not permitted to make purchases and get reimbursed
- No SGA funding will be allocated for equipment, supplies,

or programs whose primary function is for classroom or instructional use

- Advisors, coaches, or full-time employees of the college will not be paid from SGA budget money funding. The association may use earned income for this purpose. Due to HR guidelines in place for employees, payment for HCC employees from earned income must be approved by HR, the Student Activities Coordinator and the Dean of Students in advance
- Funding can be allocated one time each year to purchase apparel for SGA members, as elected officers representing the student body, for use at special campus events
- Only earned income can be used to buy refreshments for club meetings
- Campus catering has the right of first refusal for all SGA events. This means they must be contacted first to see if they can meet the catering needs
- If conducting a fundraiser, start up money must be taken from earned income or reimbursed into the budget

Public Information Officer

“The key to successful leadership is influence, not authority.”

- Kenneth Blanchard

The public information officer leads the branding efforts for the SGA team and promotion efforts for the SGA-sponsored activities.

It is the public information officer's responsibility to read and understand the SGA Constitution and the role the PI Officer plays within the group.

Public Information Officer duties:

- A. Regularly check SGA correspondence and respond in a timely manner
- B. Create materials and social media posts to promote the SGA members so students know who their representatives are
- C. Create and implement advertising campaigns for SGA events
- D. Create and monitor content for SGA social media accounts and webpage
- E. Participate in fall and spring New Student Orientations
- F. Work with the President on campus issues as needed
- G. Be part of the SGA program board
- H. Represent the student body at campus events if requested
- I. Monitor SGA social media and website, update when needed

Promoting SGA and Club Events

HCC has established social media accounts on the following platforms:

- BlueSky
- Facebook
- Flickr
- Instagram
- LinkedIn
- Threads
- X
- YouTube

SGA maintains the @hcc_hawklife Instagram account for clubs to use to promote events. SGA also has a Facebook page if the team would like to reactivate it.

SGA and club announcements can also be shared on the accounts listed above by contacting Abby Humbel in HCC's Public Information Office at ajhumbel@hagerstowncc.edu.

Whatever social media is used, it's important to communicate frequently to build followers. Be sure information is current, accurate, and free of typos.

Let your imagination run wild when promoting SGA events. Think outside the box and try fun ideas like making hype videos, running silly (but smart) polls, chalking the sidewalks with colorful messages, wrapping candy with event info (yes, bribes work), sending out catchy texts, or even getting your professors to drop a promo during class. The more creative, the better—let's get the campus buzzing!

Important note: If you find at anytime during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

Senator

"If you want to go fast, go alone. If you want to go far, go together." – African Proverb

SGA senators are the members that keep the program board running smoothly and the events well promoted, organized, and successful. It's essential that the team can rely on senators to honor their commitments. If a senator is unable to attend an event they've signed up for, they are expected to notify the advisor or vice president as soon as possible.

Senator duties

- A. Be an active member of the SGA Program Board
 - Attend monthly Program Board meetings
 - Take an active role in preparing for events
- B. Regularly check your HCC student e-mail for SGA correspondence and reply promptly
- C. Attend the fall and spring New Student Orientations
- D. Represent the student body at HCC meetings, events, college fairs, etc. as requested
- E. Help with special HCC events on campus
- F. Support the SGA officers and help them if requested

Important note: If you find at anytime during the year that your school/work/home schedule changes and doesn't allow you to meet the expectations of the role, please step down so we can find someone who is able to dedicate the necessary time and energy.

SGA Program Board Membership

The SGA Program Board is comprised of the officers and senators, plus any active HCC credit or non-credit student who would like to be part of this fun group that plans, promotes and runs the SGA-sponsored events on and off campus.

The Program Board meets each summer to build the activity calendar, then continues to meet at least once/month throughout the semesters to organize the details of each event.

Program Board members are expected to check their e-mails between meetings for special announcements, to stay in touch with the SGA officers and senators, and to follow through if they make a commitment to help at an event.

Being a member of the Program Board is a great way to get familiar with SGA if you are thinking about running for an officer or senator seat the next academic year.



Goal Setting

Setting goals as a group each year is an important step to developing teamwork and keeping SGA focused, effective and meaningful. Goals should align with the SGA objectives found on page 4 and follow the SMART Goal format:

1. S — specific (clear, well defined, focused)
2. M – measurable (can track progress and measure results)
3. A – achievable (realistic within timeframe)
4. R – relevant (aligns with objectives)
5. T – time-bound (set a clear deadline or timeframe)

Try to have 4-5 goals to work towards each year. Some examples of past SGA goals include:

- Organize a dance each semester
- Partner with Job Services for leadership development workshops
- Increase attendance at events by partnering with different campus groups, such as: clubs, faculty/classes, athletics, alumni, BIT/Care team, Adult Ed, and Workforce Development
- Plan two/three events per month to engage students on campus and in the community
- Organize school spirit days-design your own t-shirt and have a pep rally to support Hawk athletics
- Organize lunch and learns for student services and programs

SGA Constitution Overview

Who can vote on initiatives

1. All active HCC students can be members of the SGA program board and so are student voting members.

2. SGA officer committee consists of all nine officers. SGA executive committee is comprised of President, VP, Treasurer, Secretary and Public Relations Officer.

2. Each club has a voting membership in SGA. A club representative can only represent one club if a vote is required.

Replacing Officers

1. If the President cannot continue in the position, the VP will assume the office.

2. If a vacancy occurs in one of the other officer positions, the position will be posted for 2 weeks, then the President will appoint a replacement, pending confirmation by the Executive Committee majority vote.

Executive Officers Meetings/Attendance Expectations

1. SGA Executive Officers are expected to be at each monthly SGA/Club meeting.

2. Excused absences will only be granted if the officer contacts the President or Student Activities Coordinator before the meeting.

3. 1 unexcused absence = Documented Oral Warning

2 unexcused absences = Written reprimand

3 unexcused absences = Impeachment process begins

Students Helping Students Emergency Fund Guidelines

Purpose:

Students Helping Students is an initiative developed by the Student Government Association to assist current HCC credit students during immediate crisis situations when help is not available through other means on campus. Students should allow 2-3 weeks for this process.

Procedure:

1. The student in need must request assistance by completing a Need Help? Student Assistance form, available online under the Current Students tab at hagerstowncc.edu, specify that they would like to be considered for the Students Helping Students fund, and detail their one-time financial need. If the Dean of Students Office is unable to assist the student with funding resources reserved for primarily returning students who are on the pathway to HCC program completion, and if they do not have access to adequate financial aid resources available to meet their need, they will be referred via email to the Students Helping Students fund.
2. Upon referral, the student in need must obtain a written recommendation from a faculty or staff member of Hagerstown Community College indicating that they are actively attending and participating in their classes; an email from a CARE team member will suffice.

Students Helping Students Guidelines cont.

3. The SGA President (or designee) will meet with the student in need, go over their documentation, and answer any questions the student might have. At this meeting, the student will supply a written request explaining the need with documentation to support the request. The request should include how much financial help the student is requesting, why one-time financial help is needed, the student's plan to meet their need after SGA assistance is depleted and if appropriate, what has been done to date to obtain financial help from other sources. Since funds will be given directly to students, students should come to this meeting with copies of bills that can be paid on their behalf; qualify bills include those required to meet students' basic housing, electricity, educational (internet qualifies) and transportation needs. The issuing of gift cards for food is rare given the availability of HCC's food pantry to all students.

4. The SGA Executive Officers will meet to review the student's request and decide if the student has demonstrated a genuine need for financial assistance. The amount of financial assistance will not exceed \$200.00. If financial assistance is awarded, NO CASH will be given directly to the student.

5. The student in need should be notified within two weeks of meeting with the SGA president (or designee) as to the outcome of their request.

6. Students may only receive assistance from the Student Helping Students Fund one time

General Event Planning Checklist

Name of Event: _____

Day of Week/Date: _____

Time Frame: _____

Target Audience: _____

Fee/Charge (if any): _____

Type of Incentives/Prizes (if any): _____

General Description of Event:

Specifics to be Completed by Advisor:

Room Reservation

Catering Information/Request

Security Notification

Complete the following prior to the event. Include name of person responsible for task.

THREE WEEKS PRIOR TO EVENT

- Submit an Event Approval Form online
- Design/create promotional materials (flyers/posters/table tops)
- Distribute promotional material on campus
- Send info. to Office of Public Information for social media and website calendar

TWO WEEKS PRIOR TO EVENT

- Follow up on event promotion
- Secure prizes
- Decide on decorations/purchase
- Finalize PA system/AV equipment/music
- Turn in all contracts/check requests/POs (if applicable)

ONE WEEK PRIOR TO EVENT

- Prepare directional signs (if needed)
- Review plans with students/advisor
- Verify all of the above items have been completed
- Follow-up with volunteers assigned to work event
- Create an assessment tool if applicable

TWO DAYS PRIOR TO EVENT

- Finalize volunteers/event schedule
- If collecting fees-obtain money box, tickets/stamps, change

DAY OF EVENT (include times)

- Set up room/tables
- Secure PA system/sound check music
- Decorate room
- Put out directional signs

DURING EVENT

- Volunteers to oversee welcome table
- Volunteers to monitor refreshments
- Volunteer to emcee, if applicable
- Volunteers to monitor trash/assist with general duties
- Promote event assessment if applicable
- ENJOY!

IMMEDIATELY AFTER EVENT

- Volunteers to clean up area
- Volunteers to set area back to original design

Important Contacts:

Student Activities Coordinator — Heather Barnhart

Office: 240-500-2225

Cell: 240-291-0966 (call or text)

Email: hbbarnhart@hagerstowncc.edu

Student Activities Assistant—Jennifer Hockenberry

Office: 240-500-2602

Email: jlhockenberry3@hagerstowncc.edu

Dean of Students — Dr. Christine Ohl-Gigliotti

Office: 240-500-2526

Email: caohl-gigliotti@hagerstowncc.edu

Office location: Student Center, room 144

(Assistant: Lois Pruitt)

HCC President — Dr. Jim Klauber

Office: 240-500-2233

E-mail: jklauber@hagerstowncc.edu

Office location: ASA-100

(Assistant: Amy Martin)

Public Relations/Marketing — Abby Humbel

Office: 240-500-2262

E-mail: ajhumbel@hagerstowncc.edu

Office location: ASA-200

Food Service/Catering — Chris Schindler

Office: 240-500-2336

E-mail: clschindler@hagerstowncc.edu

Office location: Hilltop Grill

HCC Mailing Address:

Hagerstown Community College

11400 Robinwood Drive

Hagerstown, MD 21742