

STUDENT ORGANIZATION GUIDE

for

Registered Student Groups

and

Registered Student Funded Organizations

2026-2027 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
Club Scholarship _____	11
Framework of Successful Club _____	12
Travel Guidelines _____	13
Registered Student Group (RSG)	
Definition _____	15
Establishing a new RSG _____	15
Benefits _____	15
Maintaining RSG Status _____	15
Club Branding and Flyer Disclaimer _____	16
Political Activities Off Campus _____	16
Meeting and Event Space _____	17
Campus Event Planning Guidelines _____	18
Advertising Events _____	19
Holding Successful Meetings _____	20
Copying and Printing _____	21
Catering/Food Service _____	21
Storage Area _____	21
Recruiting and Retaining Members _____	22
Advisor Responsibilities _____	23
Overnight Travel Forms _____	24
Student Organization Policy _____	28
Sanctions _____	34
Important Contacts _____	35

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

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. 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 in the back of this booklet and 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.

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 in an RSFO 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 are on page 15.

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 F/T faculty or F/T 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, roster) on the HCC website, under student organizations.
4. Founding members will take the officer roles. Officers must have and maintain a minimum 2.0 GPA while in office.
5. Club advisor(s) and officers must complete an in-person or online training before final approval is granted.

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 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 have the option of the following:

- Ability to have flyers posted on bulletin boards
- Promotional space on the college website and social media pages
- Free space for meetings and activities
- Student Organization directory 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

Eligibility

Student Members

An Active Student is defined as a currently registered HCC credit student, an HCC Workforce Solutions and Continuing Education non-credit student who is currently registered in a workforce licensure program, or a currently registered HCC Program for Adult Literacy student who has demonstrated consistent enrollment, attendance, and progress.

Credit Student status and minimum GPA are required for SGA and club officers/leaders and may be required for academic or honorary groups. HCC organizations are open to all active students, regardless of race, sex, gender identity, sexual orientation, ethnic background, age, disability, or religion.

Advisors

Full-time faculty and full-time exempt-status college employees are eligible to volunteer to be a student club advisor. An advisor is required for all RSFOs. Faculty and exempt staff may serve as advisor to more than one organization, as long as the advisor responsibilities listed on page 22 can be met for all clubs.

Officer Training

At the beginning of each fall semester, the student activities coordinator will hold required training sessions for RSFO officers, RSG leaders and advisors. General “how to” topics will include:

1. For presidents & VPs: how to create an agenda, 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.

Officer/advisor training and other 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 duties are listed below. In addition, all officers should be familiar with the club's constitution, and strive to help fulfill the objectives stated within.

President:

- Prepare an agenda and preside over regularly scheduled meetings.
- Keep the club's Teams page updated or delegate to another member
- Stay in regular communication with the advisor and meet monthly with Student Activities staff
- Ensure activities align with the mission of the club
- Attend monthly SGA/Club meeting, or delegate to another member
- Ensure club is following college policies, including Code of Student Conduct
- Lead the organization in a way that follows the club's constitution
- Initiate online requests for events and fundraiser approvals

Vice-President

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

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
- 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 on the platform the club chooses for sharing info. (Teams, Discord, text, email, etc.)

Maintaining RSFO Status

To remain eligible for the benefits of RSFO designation, student organizations are expected to:

- Have application/renewal information submitted by Oct. 1
- Maintain at least five active members
- Follow the club's constitution on file
- Maintain an active Teams page listing with updated files and communications
- Have at least 75% of regular meeting attendees be currently enrolled students

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 done within the framework of the constitution and reported to the student activities coordinator within one week of the change.

Social Media Page

RSFOs may set up a Facebook 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.

SGA maintains an Instagram page for all clubs: [hcc_hawklife](#). Clubs can DM a club announcement or contact the SGA Public Information Officer to post on the hawklife Instagram page.

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. Additional funding is limited and may be restricted. 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 and number of active members will be assessed.
3. There must 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. Clubs that are inactive for more than two years may have their earned income transferred into the SGA budget to use for general student events.

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 Student Activities Coordinator will help your club process a purchase order.
- 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 in Etrieve. The advisor will need to select Student Activities as the approving department.
- 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 Chris Schindler at 240-500-2336. 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 HCC account numbers are 12 digits. Student organization 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:

4995—earned income deposits
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
6991—earned income withdrawal

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 object code: 6991

If money is being deposited, use object 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 Self Service

All advisors should have access to their RSFO budget in Self-Service. The RSFO advisor can contact Student Activities for guidance.

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 Self-Service is a useful back-up tool.

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.
- **No credit card payments allowed.** Only cash or check made out to HCC can be accepted for the fundraiser.

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.

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 RSFO's 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, and prize drawings (cash or credit card prizes are not permitted).

Club Scholarship General Guidelines

1. To create a club scholarship, the club advisor and members must set up an appointment with Ashley Whaley, senior director of College Advancement
2. Final approval for the club scholarship will be given by the club scholarship award committee
3. Scholarship awards can be between \$250 - \$500
4. 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
5. 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
6. Scholarship money will only come out of earned income
7. Clubs are responsible for promoting the scholarship to its members
8. The club scholarship award committee will include the club advisor, dean of student affairs, director of college advancement, and student activities coordinator

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. Microsoft Teams, 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. Advisors must attend at least one meeting/month and stay in regular communication with the club officers 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. Ensure officers attend the required training held at the beginning of the fall semester or complete the online training.
9. Have members of the club 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 of students.

- The advisor or a suitable substitute must accompany the club on all off-campus trips. Suitable substitutes are limited to FT faculty or FT exempt staff. Advisers should notify the student activities coordinator in writing at least one week prior to an off-campus activity with the name of and reason for selecting the substitute. Substitutes must have driving record on file and go through training with the VP of Administration and Finance office. No off-campus activity or on-campus off-hour activity can occur without an advisor or approved substitute being present throughout the activity.
- Options available for transportation include
 - Bus, with driver (45 passenger max, 12 passenger minimum)
 - Mini-vans, advisor or bus driver
 - 4-door cars, RSFO advisor driving a college vehicle
- Transportation cost will come out of the organizations budget. Here are the general charges:
 - HCC cars and minivans: \$.73/mile
 - HCC bus: \$26/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 with the VP of administration and finance 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. Students may drive themselves, but will not get reimbursed for gas/mileage and assume all liability if involved in an accident.
- 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.

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.
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 and must be approved at least one week prior to trip. If meals are compensated, students names and ID numbers must be submitted to the Student Activities Office so a meal stipend form can be completed. The club can pay a per diem of \$20 towards one meal, \$25 towards two meals and \$35 towards three 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 by the Dean of Students. HCC students and advisors are not permitted to consume alcohol or illicit drugs while on an HCC sponsored trip, regardless of age.
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. Prior to the group leaving campus, Student Activities should know exactly who is attending and who to contact in an emergency. You can text a photo of the travel roster to Heather at 240-291-0966.
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. In general, HCC buses are available for groups of 12 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.
9. The RSFO advisor is responsible for making sure all students have arranged for a ride home before leaving campus themselves.
10. RSFOs travelling overnight need to abide by additional student and advisor Guidelines for Overnight Travel.

** 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. 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.
4. RSG meetings will be held in Student Center room 171 or a classroom close by.

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 will be notified within 10 working days of the outcome.

Benefits of RSG Recognition

HCC-recognized RSGs have the option of the following:

- 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 and Student ID number
- 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.

Civic Engagement & Political Activity Off-Campus

The purpose of HCC Student Organizations is to foster and promote student involvement in campus life which may involve political activity with some important parameters. The following excerpt from Policy 8067, Political Activity on Campus, outlines expectations for Student Clubs and Organizations regarding participating in the political process.

“Student clubs and organizations are encouraged to participate in the political process. Activities, including voter registration, compilation of voter records, circulation of questionnaires, hosted lectures and debates, and public opinion polls may be conducted. However, in order to maintain its tax status, the College may not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political candidate. If any student club or organization activity may be perceived as partisan, the student club and organization must have its promotional materials for such activity first approved by the Dean of Students to ensure that any necessary disclaimers are included”

Therefore, while the College supports political activity as stated above, student organizations have some restrictions to initiate civic engagement and political activity at the local, regional, and national levels. When participating in off-campus events, HCC Student Organizations are not permitted to engage in political campaign activities, political protests, or advocacy related to political candidates, parties, or issues, whether in support of or in opposition to them.

HCC Student Organizations may provide an on-campus venue for open discussions on important issues and facilitate the free exchange of varying political viewpoints. While HCC students are encouraged to engage in off-campus civic engagement and political activities as private citizens, HCC Student Organizations are not authorized to participate in such activities.

It is important for the College to remain politically neutral. As such, the following disclaimer is to be used for campus events involving political candidates:

This event is sponsored by _____. The use of HCC’s facilities for this event does not constitute an endorsement by the college. Hagerstown Community College does not endorse these candidates or organizations or any other candidates or organizations in connection with this or any other political campaign or election.

Club Branding and Flyer Disclaimer

Club Branding

Clubs may create a logo for their organization. The logo must be approved by the student activities coordinator and HCC’s Public Relations and Marketing Office. Submit the logo as a pdf or jpg to: studentactivities@hagerstowncc.edu.

Flyer Disclaimer

Club flyers posted around campus must have the following disclaimer at the bottom of the page:

Registered Student Groups

Disclaimer: The ---- is a Registered Student Group (RSG) and is not sponsored by or affiliated with Hagerstown Community College. See HCC Policy #4036 for details.

Registered Student Funded Organizations

Disclaimer: The ---- is a Registered Student Funded Organization (RSFO) recognized by Hagerstown Community College. See HCC Policy #4036 for details.

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. If your organization is meeting outside of regular building hours (typically 8:30-4:30), an advisor must be present. Clubs cannot hold meetings at a member's or advisor's home.

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.

Meeting Rooms

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 and administrative meetings 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.
 - Administrative meetings have priority for conference rooms. If conflicts arise, the Student Activities Office will help the club find an alternative meeting space.

Campus Event Planning Guidelines

Whether it's 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 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 Hilltop Catering for events. The form is online: 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

Abby Humbel

240-500-2262

ajhumbel@hagerstowncc.edu

- 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)

- Flyers 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@hagerstowncc.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 (allow one week to process)
- 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:

There are bulletin boards in each building to promote club events. 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 put on car windows, or 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. 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 Thursdays from 2- 4 p.m.

Meeting Order

Parliamentary procedure is a set of rules for conducting business at meetings that will keep 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

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/ offerings. The charge will automatically be transferred from your organization's printing/advertising fund to pay for the job.

Food for Special Events

Hilltop Catering, HCC's in-house catering service, will supply refreshments for your organization's special events. Hilltop Catering 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. **Hilltop Catering 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

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 Student Activities Office.

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 contact info. 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.
- 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 who 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 12. If students are participating in a meaningful way, they are more likely to stay engaged and active in the club.

Advisor Responsibilities

1. Complete the RFSO/RSG advisor training.
2. Understand the college's policies and regulations concerning student organizations and ensure that club initiatives and activities conform to them.
3. Commit to making time to have an active role in the RSFO/RSG. This includes communicating often, attending at least one meeting each month, attending events, and helping with fundraisers. Clubs should be organized and run by the students, but the advisor should work closely with the officers to be sure they are carrying out their duties and building their leadership skills.
4. Assist members in planning and evaluating events to provide meaningful activities within the scope of the organization's purpose and goals.
5. 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.
6. Accompany RSFO on all off-campus events, or arrange for a suitable HCC employee to fill in.
7. 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.
8. Oversee the election process and verify results.
9. Report concerning, unusual or bizarre behavior to the dean of students immediately by using the General Student Report Form available online.
10. Safeguard the college as well as the RSFO/RSG by working with club members to assure that organizational programs and activities are educational in nature, and contribute to the mission of the college.
11. Keep track of the HCC tax exempt card (if organization is issued a card.)
12. Ensure that the RSFO maintains a minimum of five active student members.
13. 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.

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 is not permitted. HCC 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 or visit hotel rooms with students or advisors.
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 and is a violation of the Code of Student Conduct.
9. Code of Student Conduct and employee responsibilities as stated in the HCC Employee Handbook apply at all times. It is the advisors responsibility to enforce the Code of Student Conduct.
10. In the event of a violation of the Code of Student 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 Code of Student 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
 - Signed HCC Waiver of LiabilityFollowing 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.)

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

Employee Name (Printed)

Date

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 visit or sleep 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. Personal transportation is not permitted on overnight College-sponsored trips.
- ____ 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 _____
Parent or Guardian

Date _____

For Office Use Only:

☐ birthdate and active status verified NAME: _____ DATE: _____

Student Organization Policy

Student Organization Policy Statement

HCC is a state- and county-supported comprehensive community college. Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service.

HCC's vision is to be a learner-centered, accessible, lifelong learning institution dedicated to student and community success. The college maintains a wide spectrum of college programs and services, with a special emphasis on teaching excellence as measured by verifiable student academic achievement.

The college believes in and teaches the ideals and values of cultural and racial diversity and an openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education and lifelong learning. These ideas and values form the basis of the college's Institutional Learning Goals, which are:

- A. Personal and Social Responsibility
- B. Globalization and Diversity
- C. Critical Thinking and Communication
- D. Scientific and Quantitative Reasoning
- E. Information Literacy and Technology
- F. Professionalism

HCC supports students' rights to join, form, and participate in Student Organizations as a critical component of student growth and development. The student experience is enhanced by active engagement in activities that promote leadership and learning. The purpose of this policy is to assure that Active Students and Student Organizations have reasonable access to college resources, without undue disruption to college operations, violation of protected speech activity of others, and endangerment of others or risk to college property. Informal, spontaneous student gatherings are encouraged as long as they are honoring the provisions of the Student Code of Conduct, and the provisions of the HCC policy on Freedom of Expression on Campus. The college administration is expected to establish and update as needed guidelines for Student Organizations and related procedures to implement all the provisions of this policy.

Levels of Engagement:

To represent these values, the college has organized Student Organizations into the following levels of engagement:

- A. **Registered Student Group (RSG)** – This is a group of two or more Active Students at HCC which is registered in the Dean of Students' Office or designee, and is not affiliated

with or sponsored by the college. No college funding is granted in the form of a group budget, but limited use of college space is permitted for group activity, in accordance with this policy, the Code of Student Conduct, the Freedom of Expression on Campus policy and other related student policies and administrative procedures. RSGs may petition the Dean of Students Office or designee for funding to support special projects and activities, such as printed handouts or refreshments for student gatherings or presentations.

B. Registered Student Funded Organization (RSFO) – This is an organization of five or more Active Students at HCC which is recognized and registered in the Dean of Students Office, or designee, as an active Student Organization. Use of college space for organization activities is granted and, the organization will receive funds to conduct its activities, based on the criteria listed in the Student Organization Administrative Procedures. The RSFO must have a Faculty/Exempt Staff Advisor and be in compliance with all administrative procedures. RSFOs are permitted to raise additional funds into a college-issued account, with prior approval for the designated fundraising activity by the Faculty/Exempt Staff Advisor and the Office of the Dean of Students or designee.

Definitions:

For the purposes of this policy and related procedures and guidelines, the following definitions apply:

A. Active Student – An Active Student is defined as a currently registered HCC credit student, an HCC Workforce Solutions and Continuing Education non-credit student who is currently registered in a workforce licensure program, or a currently registered HCC Program for Adult Literacy student who has demonstrated consistent enrollment, attendance, and progress. Credit Student status and minimum GPA requirements may be required for academic or honorary groups or to serve as a Student Government Association officer.

B. Faculty/Exempt Staff Advisor – Full-time faculty and full-time exempt-status college employees are eligible to volunteer their time as service to the College. A Faculty/Exempt Staff Advisor is required for all RSFOs. Faculty and exempt staff may serve as advisor to more than one Student Organization.

C. In regard to this policy, **Student Organization** means Registered Student Group (RSG), and Registered Student Funded Organization (RSFO). Use of the term “Student Organization” in this policy does include student group terminology frequently used in higher education such as chapters, clubs, and all other similar entities, funded and /or not funded. This definition excludes student academic program memberships and related fees, supplies, equipment, and apparel that are funded through the instructional budget of the college.

Administrative Procedures for Student Organizations

A. Scope

1. These procedures apply to all Active Students. Only Active Students may be members of Student Organizations.
2. Registration of a Student Organization does not mean that the college endorses the student group, its purposes, values, and/or viewpoint.
3. Student Organizations must not be connected to a commercial enterprise, and must not be for a commercial purpose.
4. Student Organizations can have no violations of the HCC Student Code of Conduct or other published HCC rules or regulations to remain in good standing.

B. Registered Student Group (RSG)

- I. To become a Registered Student Group, these criteria must be submitted to, and confirmed by the Office of the Dean of Students:
 - a. Membership must be open to all Active Students.
 - b. Membership must maintain at least two (2) Active Students. The Office of the Dean of Students or designee will verify membership each semester.
 - c. The group must have a designated leader who meets the criteria as an Active Student and whose name is registered with the Office of the Dean of Students or designee. Any change in the leader of a Registered Student Group must be updated as soon as possible.
 - d. The Registered Student Group must maintain a current membership list of Active Students and an up-to-date purpose statement.
 - e. The group may petition the Office of the Dean of Students or designee for funding of special projects and activities, such as refreshments for student gatherings or presentations related to the group's purpose, in accordance with the criteria referenced in Section D of these administrative procedures.
 - f. The Student Activities Coordinator will serve in an advisory role for RSGs, as needed, especially when a financial allocation has been granted by the Dean of Students, unless the group prefers, and has identified, a Faculty/Exempt Staff Advisor.

C. Registered Student Funded Organization (RSFO)

I. To become a Registered Student Funded Organization (RSFO), the following criteria must be met:

- a. Membership must be open to all Active Students.
- b. Must have and maintain a membership of at least five (5) Active Students.
- c. Must have a Faculty/Exempt Staff Advisor. Any change in the Advisor for an RSFO must be updated within one week of the change, with written notification to the Office of the Dean of Students or designee.
- d. The Student Organization must maintain an up-to-date membership list and a one or two page prospectus including the names of Active Students officers or leaders and a purpose statement. Any change in the student officers or leader of an RSFO student group must be updated within one week of the change and written notification sent to the Office of the Dean of Students or designee.
- e. Each RSFO will get an equal share of the Student Organization funds to conduct its activities, which will be the lesser of \$200 a year (\$100 in the fall semester and \$100 in the spring semester) or an amount equal to the quotient of the total funds available for Student Organizations divided by the number of RSFOs. This amount will be reviewed annually as part of the HCC's budget development processes. The Office of the Dean of Students or designee will verify membership numbers, as submitted by each RSFO, prior to the funding allocations each fall and spring semester. Additional funds may be requested, in accordance with the criteria referenced in Section D of these administrative procedures. RSFOs are permitted to raise additional funds into a college-issued account, with prior approval for all designated fundraising activity by the Faculty/Exempt Staff Advisor and the Office of the Dean of Students or designee. 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. No student activity fee is charged and budgets for student activities and student groups are allocated from the college's general fund revenue.
- f. Must deposit all organizational funds into restricted accounts established by HCC's Financial Services Office. This includes their allocated equal, proportional 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.
- g. If an RSFO fails to maintain all of these requirements, its funding will be dropped and its status will be reclassified as an RSG, depending on active membership numbers.

D. Criteria for Requesting Additional Funds

1. Student Organizations may request additional funding, which may or may not be granted, based on budget availability and adherence to the following criteria, which will be applied in a viewpoint neutral manner.

- a. The Student Organization must have shown fiscal responsibility with any funding it received in the past.
- b. The activity levels of the Student Organization will be assessed, with consideration given to the number and frequency of meetings held, the number and frequency of activities and events planned, and the number and frequency of communications about their activities and events.
- c. There must be evidence of research, planning, and detailed budgeting for all the activities for which funding is being requested.
- d. For events or activities where attendance will affect the amount of money being requested, the Student Organization must show the number of attendees at any similar past event and the number of proposed attendees for the planned event.
- e. Student Organization funding will not be allocated for equipment, supplies, or programs whose primary function is for classroom or instructional use.
- f. Advisors, coaches, or full-time employees of the college will not be paid from Student Organization funding or contracted services rendered to Student Organizations. A Student Organization may use fundraising income for this purpose.
- g. Student Organization funding may not be used to purchase self-promotional items (t-shirts, mugs, pens, etc.). Only fundraising income may be used for this purpose.
- h. All requests for additional funds must be submitted to the Dean of Students and Student Activities Office via an online process. Annual funding for clubs is limited and funding requests may be restricted.

2. Any Student Organization or student aggrieved by any decision under this Policy shall have a right to appeal to the Vice President of Academic Affairs and Student Services if they have not been able to resolve the matter up through the level of the Dean of Students.

E. Registered Student Groups (RSG) and Registered Student Funded Organizations (RSFO) Benefits

I. The benefits for Registered Student Groups include:

- a. permission to post fliers on bulletin boards;
- b. promotional space on the college website;
- c. reserving meeting space in or near the Student Activities Office and space for events free of charge;
- d. being listed on the Student Organization directory;
- e. being provided assistance from the Dean of Students and their staff;
- f. participating in the Student Organization fair, the annual open house, and other student recruitment events;
- g. copy services

2. Registered Student Funded Organizations (RSFO) receive the following benefits: a. permission to post fliers on bulletin board;

- b. free promotional space on the college website;
- c. reserving spaces on campus for meetings and events free of charge;
- d. being listed on the Student Organization directory;
- e. being provided with free organizational email;
- f. being provided assistance from the Dean of Students and their staff;
- g. being listed in recruiting publications;
- h. participating in the Student Organization fair, the annual open house, and other student recruitment events;
- i. receiving a budget allotment for the organization;
- j. consultation meetings as needed with Student Activities;
- k. college vehicles at the paid mileage and driver rates for approved trips;
- l. bulk mailings for a fee; and
- m. copy services for a fee.

F. Expectations for ALL Student Organizations (RSGs and RSFOs)

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

This policy was also revised on April 26, 2016 and April 20, 2020

Student Organization Sanctions

Student Organization events must support the purpose of the organization, as stated in the constitution. 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.

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:

Abby Humbel, ajhumbel@hagerstowncc.edu, 240-500-2262

Security:

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

emergency: 240-500-2308

Food Service:

Kris LeHardy, kllehardy@hagerstowncc.edu, 240-500-2345

Maintenance:

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

HCC Website Updates:

webmaster@hagerstowncc.edu

