

**HCC STUDENT
ORGANIZATION
ADVISOR TRAINING**

2018-19



Your volunteering to be a student organization advisor will make a HUGE impact on students and the college.

WHY ARE CAMPUS CLUBS VITAL TO THE COLLEGE? STUDIES SHOW THAT STUDENTS WHO GET INVOLVED IN CAMPUS ACTIVITIES TYPICALLY HAVE:

- ◉ Higher retention rates
- ◉ Higher graduation rates
- ◉ Higher rate of satisfaction with overall college experience
- ◉ **Higher rate of feeling “connected” on campus**

CLUB ADVISOR RESOURCES

- Student Organizational Guide
 - Policies and procedures for HCC clubs
 - Advisor responsibilities
 - Club expectations
- Student Organization Webpage
 - www.hagerstowncc.edu/student-activities/student-organizations
- Student Activities
 - Heather - 240-500-2225, hbbarnhart@hagerstowncc.edu
 - Kathy - 240-500-2602, kmdilima@hagerstowncc.edu

NEW STUDENT ORGANIZATION POLICY HIGHLIGHTS

Levels of Engagement:

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

Registered Student Group (RSG) -

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

Registered Student Funded Organization (RSFO) -

- At least 5 active members
- Must have an advisor
- Has a budget
- Can fundraise and use HCC transportation for trips

WHO CAN BE INVOLVED WITH THE CLUB?

- Active Students

An Active Student is defined as: a currently registered HCC credit student who is not on academic or disciplinary probation or a currently registered HCC non-credit student who has satisfactorily completed a course. First-time HCC students may join Student Organizations and be counted as Active Students on a temporary status until a grade point average (GPA) or satisfactory course completion is established.

- Club Advisor

- Former students, community members, and employees who are not a club advisor can help with special club activities and initiatives, but are not considered members of the club.

EXPECTATIONS OF ALL CLUBS

- ◉ Must complete the annual registration process by submitting all required information to Student Activities by the third week of the fall semester
- ◉ Must maintain minimum number of active club members
- ◉ Must follow the Student Org Guidelines to the best of their ability
- ◉ Must follow all HCC, federal, state & local regulations
- ◉ Must meet fiscal obligations incurred by the organization

ADVISOR RESPONSIBILITIES

Advisors play a crucial role in the success of a student organization. Expectations of an advisor include:

- ◉ Complete the RSFO advisor training.
- ◉ Understand **the college's policies and regulations concerning student organization** participation and the risks involved in such participation as it relates to the specific RSFO.
- ◉ Advise **RSFO appropriately to ensure that initiatives conform to HCC's policies and regulations**, plus follow the RSFOs prospectus or RSGs purpose statement.
- ◉ Attend RSFO/RSGs meetings, activities and programs

NEW BUILDING HOURS:

7:30 a.m. - 7 p.m. Monday - Thursday; 7:30 a.m. - 4:30 p.m. Fridays

- ◉ Assist members in planning and evaluating events to provide meaningful activities within **the scope of the organization's purpose and goals.**
- ◉ 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 WebAdvisor.
- ◉ Accompany RSFO on all off-campus events, or arrange for an HCC employee to fill in. Advisor must be present at all times.

ADVISOR RESPONSIBILITIES (CONT.)

- ◉ Ensure every member participating in a field trip or potentially harmful campus activity sponsored by the RSFO has signed an HCC waiver of liability and emergency contact form(s).
- ◉ Oversee the election process and verify results.
- ◉ Keep track of the HCC tax exempt card (if organization is issued a card.)
- ◉ Commit to taking an active role in the club.
 - What's that look like? Attend club**-sponsored functions when possible, communicate in a timely manner, offer support and motivation, be sure members have the resources needed to be successful.
- ◉ Ensure that the RSFO has a minimum of five active student members.
- ◉ Offer constructive criticism and guidance, reminding the club **of HCC's policies** and enforcing the policies when necessary. If the RSFO/RSG is in violation of college policies or local/state laws, notify the Dean of Students immediately.
- ◉ As an employee of the College, the advisor is in a position to safeguard the College as well as the organization by working with groups to assure that organizational programs and activities are educational in nature, and contribute to the mission of the College.

CLUB BUDGETS

- RSGs must request budget money through the online event/activity approval form
- Each RSFO receives \$100 at the beginning of the fall and spring semesters
 - Additional funds may be requested by submitting the online event/activity approval form
 - HCC funding needs to be used by June 30
 - Earned income stays in the club account from year-to-year. HAVE A PLAN TO USE THE MONEY, THOUGH - **it's not a savings account.**
- HCC prefers all expenses be paid for via purchase order. In special circumstances, the dean of students may approve purchases via cash advance or reimbursement. Approval must come in advance of the purchase. The Student Activities Office can help you with purchases when the time comes.

CLUB BUDGETS (CONT.)

- ◉ Earned income can be used for meeting refreshments, budget allocation for special event refreshments (ordered through campus catering)
- ◉ Earned income can be used for promotional items.
- ◉ All club money should be used to benefit members and support the club mission. It cannot be used for classroom supplies or equipment, or **put towards a member's required course** expenses.

TRAVEL GUIDELINES

- ◉ HCC Vehicles available:
 - HCC buses (one seats 28, one seats 33)
 - Minivans
 - 5-passenger cars
- ◉ Drivers must have his/her driving record on file with VP of Finance.
- ◉ You must arrange with your supervisor to take comp or vacation time for club events.
- ◉ Advisors will not get reimbursed for gas if they use their personal vehicles when an HCC vehicle is available.
- ◉ **ADVISORS CANNOT TRANSPORT STUDENTS** in their personal vehicle.
- ◉ Students who transport other students must show proof of insurance and have a driving record on file with the VP of Finance.
- ◉ Everyone must sign a waiver, including the advisor. These should be kept with club records for 4 years.
- ◉ Everyone must have emergency contact info. on file with the Student Activities Office.
- ◉ You must fill out a travel roster before you get the key to a vehicle. All you need for this is the full name of each participant. Rosters are on the **HCC buses (with a drop box in parking lot “O”), and in maintenance by the key pick-up area.**

SOCIAL MEDIA - YOU DO NOT HAVE TO PARTICIPATE

- ◉ Clubs are set up as groups under the main HCC Facebook page.
- ◉ Administrators include Beth Kirkpatrick, Heather Barnhart, club advisor (if applicable) and student officer(s).
- ◉ **All posts must align with HCC's rules/regulations,** but it is noted that content submitted by individuals does not necessarily reflect the thoughts or opinions held by the college.
- ◉ Currently, Facebook is the only social media source acceptable for use by HCC clubs.

FUNDRAISING

- ◉ You can fundraise for your club or for an outside Non-Profit agency.
- ◉ Start up money for club fundraiser must be paid back into the club account before proceeds are distributed.
- ◉ Have a goal in mind for your fundraiser. This is a **great way to build teamwork, but don't do it just to establish a "nest egg" for the club** - have a purpose for raising money.
- ◉ Fill out the fundraiser/event form for permission.

REVIEW: NEW FOR 2018-19

- ◉ Club advisors cannot transport students in their personal vehicles.
- ◉ Club advisors DO NOT have to monitor communication on club Facebook page