OKLAHOMA CITY COMMUNITY COLLEGE

Club & Organization Manual

2020-2021

Important Information

The Board of Regents of Oklahoma Colleges and Oklahoma City Community College in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991 and other Federal Laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services. In addition to the aforementioned federally protected characteristics of race, color, national origin, sex, age, religion, handicap, disability or status as a veteran, Oklahoma City Community College is committed to a diverse and inclusive educational environment, respecting diversity in religious belief, political affiliation, citizenship or alien status, sexual orientation, and marital status.

The Director of Equal Opportunity coordinates compliance with and answers inquiries about OCCC's non-discrimination policies. The Director of Equal Opportunity may be reached at 405.682.7542. OCCC is located at 7777 S. May Avenue, Oklahoma City, Oklahoma 73159, 405.682.1611.

Oklahoma City Community College is accredited by the Higher Learning Commission, holds a prestigious 10-year accreditation and is a member of the North Central Association of Colleges and Schools (which is located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604- 1413, (800) 621-7440, www.ncahlc.org. Oklahoma City Community College is also in compliance with Public law 101-226, the Drug Free Schools and Community Act Amendments of 1989 and the Drug Free Workplace Act of 1988. In support of the spirit and intent of these laws, Oklahoma City Community College maintains an alcohol-, tobacco-, and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco inside College buildings.

Student Conduct Code

The Student Conduct Code applies to all activities scheduled on or off campus by OCCC Student Clubs and Organizations. Any violations of the Conduct Code may result in disciplinary actions against the individual(s) involved or against the organization as a whole. The Conduct Code can be accessed at http://www.occc.edu/policy/pdf/5076.pdf

Club and Organization Manual is subject to updates and amendments

The 2020-2021 Club and Organizations Manual may be updated and amended during the 2020-2021 academic year. The most recent version of the 2020-2021 Club and Organization Manual will be available on the OCCC website at the following address: http://www.occc.edu/studentlife/pdf/Club-Manual.pdf.

In the event of updates or amendments, the most recent version posted on the OCCC website will govern.

Student Club and Organization Manual

The following information is used for the formation, running and governing of Student Clubs and Organizations at Oklahoma City Community College. The information provided is intended to help clubs and organizations function on a daily basis. Important forms and policies can be found in this manual. If you have any questions or concerns please do not hesitate to contact the Office of Student Life.

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Forming a New Club or Organization

Applications for forming a new club can be obtained in the Office of Student Life. Once applications are completed and submitted, it may take several weeks for processing before the official start-up of the club or organization. Applicants will be notified via their OCCC email of their application status.

Forming a student organization requires the following information:

1. Completion of *Official Petition for Formation of a Club*, available in the Office of Student Life.
   a. Official name
   b. Purpose and mission of organization
   c. Requirements for membership
       i. Members can only be current students, faculty and/or staff of OCCC.
       ii. OCCC Clubs and Organizations shall not restrict memberships based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, gender expression, religion, age, ancestry, disability, genetic information, military status or veteran status.
   d. Proposed meeting times (i.e. Every Tuesday at 12:30pm)
   e. List of officer positions and duties (President, Vice President, etc.)
   f. Student email addresses of ten (10) currently enrolled students who plan to actively participate in the club at time of approval. A single student may not generate more than two Official Petition for Formation forms in one year.
   g. Election procedures
   h. List of club fees and dues, if applicable.
       i. Normal range between $5 to $15 per year. Exceptions include honor societies and groups with national affiliation requirements.
   i. Upon official formation a governing constitution will be required.

2. Proposed Advisors must be identified at time of application. Proposed Advisors acknowledge their acceptance of responsibilities at time of application, as outlined by Student Life. All clubs and organizations are required to have at least one Advisor, although two are greatly preferred, on file in the Office of Student Life at all times. Advisors are identified based on employment status. Employment status includes full time, part time or adjunct faculty status or a community liaison not employed by the college. **Each club must have at least one OCCC-employed Advisor.**

The Director of Student Life reserves the right to accept or deny application for formation of a new club or organization. Director will forward approved applications to the Associate Vice President of Student Affairs for approval. The Associate Vice President will forward it to the Vice President of Student Affairs for final approval. Upon formal recognition by the Vice President for Student Affairs the new club will obtain rights and privileges of fully recognized OCCC Clubs and Organizations.

Requirements of Organization Advisor

To provide safety and security for all involved, the following list of requirements for Advisors for Oklahoma City Community College Clubs and Organizations must be followed. Advisors are identified based on employment status. Employment status includes full time, part time or adjunct faculty or a community liaison not employed by the college. **Each club must have at least one OCCC-employed advisor**.

Advisors will meet the following qualifications:

- Be employed by the college.
- Have approval from supervisors and Presidents Cabinet Member to be an Advisor.
- Advisor Agreement on file in the Student Life Office by required deadline.
- Complete Campus Security Authority training by required deadline.
- Ability and willingness to travel with organization, including weekends and overnight events.
    Substitutions may be acceptable in the case of extreme circumstance.
- Attendance at Leadership Workshop(s)
    If a club has multiple advisors, advisors may divide responsibility for workshops, if necessary, as long as an Advisor is present for each club.
- Participation in organization meetings and events.
- Maintain communication with club officers and Student Life regarding events, issues, travel, etc.
- Know, understand and uphold policy and procedures outlined in College Handbook and Club Manual.

Community Liaison Advisors will meet the following qualifications:

- Be an approved Community Liaison.
- Have approval from supervisors and approval by Director of Student Life.
- Community Liaison Agreement on file in the Student Life Office by required deadline.
- Complete Campus Security Authority training by required deadline.
- Ability and willingness to travel with organization, including weekends and overnight events.
    Substitutions may be acceptable in the case of extreme circumstance. Community Liaison may not travel alone with club or organization, an OCCC-employed must be in attendance during travel.
- Attendance at Leadership Workshop(s)
    If a club has multiple advisors, advisors may divide responsibility for workshops, if necessary, as long as an Advisor is present for each club.
- Participation in organization meetings and events.
- Maintain communication with club officers and Student Life regarding events, issues, travel, etc.
- Know, understand and uphold policy and procedures outlined in College Handbook and Club Manual.

Advisor & Organization Relationship

It is important to find an Advisor who is interested in working with your club's specific needs and desires. The relationship between the club and its Advisor should be one that promotes growth, communication and positive relationships.

Advisors provide support in the following areas:
- Discuss organizational goals and directions
- Assist with development of organizational programs
- Discuss internal organizational difficulties
- Discuss financial status of the organization
- Support the group and help deal with organizational crisis
- Understand Student Life and college policies or procedures
- Provide continuity and stability as student leadership changes
- Provide connection to a variety of on and off campus resources
- Give honest feedback and direct expectations to group members
- Share experience and expertise when appropriate

When selecting an Advisor, it is important to keep the following in mind:
- What do you see as the role of the Advisor in your club or organization?
- How much time will the Advisor need to be able to dedicate to the club or organization?
- Does this individual support the mission and goals of the club? Is there a common interest?

Once a faculty or staff member has agreed to be your Advisor, make sure you utilize this valuable resource! Keep your Advisors informed of activities, membership, leadership and future plans. Most importantly, make sure your Advisor knows that you appreciate the time they spend working with your group.

If you have difficulty identifying a potential Advisor, please contact the Office of Student Life. We will do our best to provide suggestions to assist you with the process. It is the responsibility of individual clubs and organizations to find an Advisor that is willing and able to fulfill requirements and expectations.

Student Life Agreement for Club Advisor

The role of the Advisor is to guide and nurture the group in order to adhere to the philosophy and intent of the club, follow OCCC's mission and values and serve as an ethical role model for developing student leaders. I, _____, accept the position of Advisor for _____ for the _____ academic year signed this _____ day of ___, the year ___. I will serve as an active participant in club meetings, events, activities and development. I understand the expectations of Club & Organization Advisor, as outlined by Oklahoma City Community College Office of Student Life, and will fulfil expectations to the best of my ability.

Please initial each requirement acknowledging your ability and willingness to complete the required task.

_____ Have an Advisor Agreement on file.
_____ Complete Campus Security Authority Training by required deadline.
_____ Ability and willingness to travel with student organization, both in and out of state.
_____ Attend Leadership Workshop(s): Responsibility for workshops may be divided if necessary, as long as an Advisor is present for each club.
_____ Participate in and attend club meetings and events.
_____ Maintain communication with club officers and Student Life regarding events, issues, travel, etc.
_____ Know, understand and uphold policy/procedures outlined in College Handbook, Club Manual, and Advisor Manual.
_____ Obtain approval of Supervisor and President's Cabinet Representative.
    Please print name of Supervisor _____
    Please print name of President's Cabinet Representative _____

Advisor Agreements are reviewed on an annual basis. Student Life has the right to remove individuals from club or organization advising based on performance in the positon at any time.

Position: _____ Full Time Staff _____ Part Time Staff _____ Full Time Faculty _____ Adjunct Faculty _____

Dept.: _____ Extension/Phone Number: _____ E-Mail: _____

Signature: _____ Date: _____

Please return form to Student Life upon completion.

For Student Life Use Only

Supervisor Signature : _____ Date _____

President's Cabinet Member Signature : _____ Date _____

Director of Student Life Signature : _____ Date _____

Student Life Agreement for Community Liaison

The role of Community Liaison is to guide and nurture the group in order to adhere to the philosophy and intent of the club, follow OCCC's mission and values and serve as an ethical role model for developing student leaders. I, _____, accept the position of Community Liaison for _____ for the _____ academic year signed this _____ day of _____, the year _____. I will serve as an active participant in club meetings, events, activities and development. I understand the expectations of Club & Organization Community Liaison, as outlined by Oklahoma City Community College Office of Student Life, and will fulfil expectations to the best of my ability.

Please initial each requirement acknowledging your ability and willingness to complete the required task

_____ Have a Community Liaison Agreement on file.
_____ Complete Campus Security Authority Training by required deadline.
_____ Community Liaison is not permitted to travel with students without an OCCC employee present during the trip.
_____ Community Liaison is not permitted to drive college vehicles.
_____ Community Liaison is not to approve or sign purchasing documents for the club.
_____ Attend Leadership Workshop(s): Responsibility for workshops may be divided if necessary, as long as an Advisor is present for each club.
_____ Participate in and attend club meetings and events.
_____ Maintain communication with club officers and Student Life regarding events, issues, travel, etc.
_____ Know, understand and uphold policy/procedures outlined in College Handbook, Club Manual, and Advisor Manual.

Please print name and contact information of reference _____

_____

Community Liaison Agreements are reviewed on an annual basis. Student Life has the right to remove individuals from club or organization advising based on performance in the positon at any time.

Position:
Community Advisor _____

Phone number: _____ E-Mail: _____

Your Signature: _____ Date _____

For Student Life Use Only

Director of Student Life Signature : _____ Date _____

Maintaining Club Recognition

Student clubs and organizations are granted privileges and resources based on their recognition as an active club. When a club or organization fails to meet the standards of recognition they will lose all rights and privileges of a recognized club. They will have the ability to reapply during the next designated time for formation of new clubs and organizations. An organization may relinquish its recognition at any time by providing written notice, signed by remaining Officers and Advisors, stating that they are disbanding and why they are electing to do so.

To be recognized as an official club or organization the following standards must be met each semester.

- Club attends all monthly Student Government Association (SGA) meetings. (Clubs may not miss more than one per semester.)
- Have an Advisor, in good standing, with contract on file in Student Life.
- Representation at Fall Leadership Workshop. At least one student and one Advisor are required to attend.
- Programming Dimensions worksheet detailing program values met.
- Officer list for upcoming academic year.
- Have meetings scheduled through Student Life for both Fall and Spring semesters.

At the end of the spring semester, the club will submit its Transition Report including an officer list for the upcoming year to the Office of Student Life. If a club or organization fails to submit these documents by the semester deadline, their status as an OCCC club or organization can be revoked. Additionally, an updated Officer List should be submitted to The Office Student Life at the beginning of the fall semester to address any positions that were left open at the end of the spring semester.

- Fall Officer Update Reporting is due by September 25th, 2020.
- Spring documents are due May 7th, 2021.

Probation and Suspension

When a club or organization fails to meet one or more standards of the following standards, probationary or suspension measures can be taken. Continued violations while on probation may lead to the club or organization having its active status revoked. Clubs or organizations will have the opportunity to appeal probation or suspension status.

1. Failure to meet SGA meeting requirements.
2. Failure to have at least one student club representative and one Advisor attend the Leadership Workshop in the Fall semester.
3. Failure to have Advisor Contracts on file for all Advisors by required semester deadline.
4. Failure to submit required officer information.
5. Failure to follow proper purchasing guidelines as outlined in Organization Manual and college policy.
6. Failure to follow programming, scheduling and travel timelines as outlined in Organization Manual.
7. Failure to properly register club meetings and/or activities.
8. Failure to abide by Student Life and College policies, including the Student Conduct Code.
9. Failure to regularly check college affiliated mail box and club email.
10. Failure to comply with the Posting Materials on Campus policy.

Probation or Suspension can result in, but is not limited to, the following sanctions.

- Suspension of funds
- Suspension of travel
- Removal of Officer from position
- Removal of individual(s) from the club or organization
- Restricted use of Student Life or college resources
- Club or organization status being revoked; length of time determined by severity of issue
- Educational learning opportunities
- Discipline under the Student Conduct Code

Officers: Guidelines and Requirements

Requirements for Holding Office

Student organizations are encouraged to hold election of officers in April of each year, with regular terms running through the following May. Groups may vary from timeline as needed or appropriate. A newly elected officers list is due in May with an update in September. An updated list is required any time officer positions change during the semester. To be eligible for an officer position, the following criteria must be met at the time of election and throughout the student's tenure:

1. Student must be enrolled at Oklahoma City Community College.
2. Student must maintain a minimum cumulative and semester OCCC grade point average of 2.00.
3. Student must maintain a good academic and disciplinary standing.
4. Student is responsible for knowing, understanding and following the Student Club and Organization Manual and Student Handbook. Officers are responsible for ensuring that organization activities remain within the stated guidelines contained in these documents.
5. Students cannot hold a major office in more than two clubs or organizations at one time.
6. Exhibit appropriate behavior at OCCC affiliated events, including both on and off campus activities.

SGA: Student Government Association

The Student Government Association (SGA) is one of the official ways for student voices to be heard by college administration. Each club or organization has one representative voice at SGA. Representatives take information back to club meetings and also have the opportunity to vote during official business. It is the responsibility of the club or organization to have a representative attend required SGA meetings.

- An SGA Representative may not represent more than two clubs or organizations at an SGA meeting.
- A club may have more than one individual share the responsibility of SGA Representative, but only one representative will be counted at each SGA meeting and the club only gets one vote.
- If a club or organization is unable to have a representative attend an SGA meeting, a proxy from another organization may go to represent them.
- Executive Board Members may represent their individual clubs in SGA meetings.
- Showing up late or leaving early from an SGA meeting will negatively affect the attendance of the club. Representative must sign in on official roster for attendance at meeting to count.
- Attendance at SGA meetings is directly linked to club or organization funding. Clubs that miss more than one SGA meeting in one semester may not be granted funding the following semester. Clubs will be allowed to use funds already in their club accounts but will not be awarded additional funding at the beginning of the next semester when allocations occur.

General Duties for Officers of Student Organizations

The following information is not inclusive of all duties and responsibilities of officers in various clubs or organizations. It is provided as a general outline of the type of duties which could be accomplished by the various positions. Regardless of position type, all student officers should demonstrate leadership ability and strong organization skills. Clubs and organizations may have additional criteria for holding an office. Officer positions must be outlined in each club or organizations constitution.

PRESIDENT	- Preside over regularly scheduled meetings. - Assign duties to committee chairs or officers. - Ensure the planning and promotion of activities proceed in a timely manner. - Assist members or officers in the implementation of events. - Attend Leadership Workshops for student organization officers.
VICE PRESIDENT	- In the absence of the President, preside over regularly scheduled meetings. - Assist the President in responsibilities related to that office. - Consult with President on a regular basis. - Demonstrate leadership ability and strong organizational skills. - Attend the Leadership Workshops for student organization officers.
SECRETARY	- Attend all regularly scheduled meetings. - Record minutes and take roll of the members. - Transcribe minutes of meeting within one week of the meeting. - Maintain a notebook of official meeting minutes throughout the year. - Attend the Leadership Workshops for student organization officers.
TREASURER	- Attend all regularly scheduled meetings. - Meet with the Student Life on a regular basis to gather accurate budget information - Serve as consultant to other club members relating to the budget, expenditures of funds, requisitions, etc. - Prepare and deliver a budget report at each regularly scheduled meeting. - Attend the Leadership Workshops for student organization officers.
PUBLIC RELATIONS OFFICER	- Attend all regularly scheduled meetings. - Oversee the disbursement of information to the Pioneer, Public Relations and other official information outlets. - Work closely with the Advisor and/or a Student Life Staff in all matters relating to the disbursement of promotional materials. - Assist in preparing promotional flyers and posters for club events. - Attend the Leadership Workshops for student organizations officers.
STUDENT GOVERNMENT ASSOCIATION REPRESENTATIVE	- Attend all regular scheduled meetings of The Student Government Association (SGA) - Serve as an active member of SGA - Represent the majority interest of the club at SGA meetings - Provide a SGA report at each club meeting - Gather supporting information from SGA business to take to the club - Find an alternate club member to attend SGA meetings in case of absence

Funds & Fundraising

Club and organization funds are maintained and distributed through the Student Life Office. Accountability and good stewardship with college funds are the responsibility of all members. Clubs and organizations are responsible for knowing, understanding and following all policies the College and Student Life has in place for use of funds.

Funding will occur twice a year, after all encumbered funds have been settled and all accounts are reconciled. Clubs must have recognized status and be in good standing to receive funds during allocation periods. Bi-yearly allocations will be in addition to any funds banked in the individual club accounts from previous semesters. A club with revoked status will lose all funds in their club accounts. If the club chooses to re-form they will start with a club account of $0.

Before any funds may be used, an event request must be submitted and approved by the Office of Student Life. Funding may be affected if proper policies are not followed. The last available time to request funds for the FY2021 is May 7th, 2021.

Fundraising ★

Fundraising projects must be approved by Student Life at least two weeks prior to the project start date. The purpose of the fundraiser and funds collected must be clearly stated on the event request. Clubs must clearly advertise to everyone the reason they are raising funds.

Fundraising events will be scheduled using the same process as other club events via the online Event Request System. Fundraising that requires the use of College Union (CU) 1, 2 or 3, or that involves community locations or partners require eight weeks' notice.

Things to remember when doing a fundraiser:

- The number of fundraisers is limited to two days each month/per club or organization.
- Fundraisers similar in nature to those of other clubs or organizations will not be scheduled at the same time on the same date.
- Start-up money (change), in the amount of $30.00, for a fundraiser is available through the Bursar's Office, and must be returned to the Bursar's Office after the fundraiser. **You must contact the Bursar's Office and give 48 hours notice for start-up money.** Lock-boxes are available through Student Life.
- **At no time will funds leave the college premises.** Funds must be kept in a secure location if it cannot be deposited directly after the fundraiser. Student Life or the Advisor's locked office are the only acceptable secure locations.
- Fundraisers cannot conflict with food service contracts, bookstore operations or other College operations. When having food at events please remember the following:
    1. Food items must go through the College catering service for bid, unless it is an item they do not provide.
    2. For bake sales, baked goods may be made and brought from home.
    3. Items may be purchased at a grocery store, if it is going to be sold in a bake sale.
    4. Some exceptions may be made if items are 100% donated. Check with Student Life to be sure.

Depositing Funds

A deposit of funds must be made within 24 hours, or next business day, of any event involving collection of funds. This applies to anything that deals with the collection of money, such as fundraisers, donations, membership dues, etc.

Deposits should be made in the Bursar's Office.

- Present the Nard Code of your club and the money will be deposited. You can get your Nard Code from Student Life.
- The Bursar's Office will give you a receipt.
- The receipt must be returned to the Office of Student Life in a timely manner.
- A copy of the receipt can be used to help the Treasurer balance the club's budget.

Popcorn Machine ★

The popcorn machine may be reserved by a club or organization for fundraising. Requests must be made at least two weeks in advance of fundraiser and approved on availability. Failure to clean machine after use may result in future privilege being denied and a $50.00 clean-up charge that will be assessed to the club account.

Campus Solicitation ★

There will be no unauthorized solicitation on campus. For the purposes of fundraisers and promotional booths, once authorized, students and those involved in the event cannot physically approach others, but must be approached in order to distribute materials. Verbal harassment—i.e.—yelling, coercion, etc.—is strictly prohibited. Requests for solicitation must be made to Student Life in the initial event request.

- Authorized solicitation will only be granted to student clubs and organizations, not individuals.
- All requests must be approved by Student Life. If approved, authorized solicitation may only occur with a specified area.
- Non-employees and students who violate this procedure will be escorted from campus by Safety and Security personnel.
- Students who violate this procedure will be reported to the Director of Student Life.

Donations

Oklahoma City Community College works closely with companies and members of the community on many different levels. Donations to the College are important and must be respected as such. Clubs and organizations need to remember they are a representation of the College and follow all donation procedures.

- In order to solicit donations from outside companies and businesses, clubs must first fill out an event request stating what you wish to do and why.
- Complete the Request to Solicit Contribution or Donation form (pg.32) prior to asking for any donations and submit to Student Life.
- If the Request to Solicit Contribution or Donation is approved, the club will be issued a donation letter on College letterhead from Student Life. This letter will identify your club and give a brief explanation of why you are trying to raise money. These are standard form letters; if any special information is needed, contact Student Life.
- Make sure you maintain a list of businesses from which you asked for donations and be sure to send Thank You cards from your club showing appreciation for their support.
- Violation of the solicitation for donations policy will result in corrective action for the club and/ or individual.

Purchasing Guidelines

Before purchases can be made, an event request must be submitted. Lack of important data can slow the process of purchasing approval. It is the club's responsibility to provide all necessary information for the requisitions, such as vendor name, address, phone, email, etc., as well as specific information about the item or service that is to be purchased. Asking questions and understanding the process will help make purchasing an easier and sometimes faster process. If you have questions about purchasing, contact Student Life.

When submitting an Event Request for a purchase the club will need to explain the following:

- The purpose of the purchase
- The amount of funding needed
- Where the supplies are to be purchased

Rules to Remember

- Clubs and organizations may not spend more money than what is in their account.
- Purchases that violate the Student Conduct Code or College policies are not allowed.
- Follow all timelines, as outlined in programming and travel policies, when requesting funds.
- If an Event Request is approved, a Purchase Order (PO) will be issued for the club. A PO is taken to the store and purchases are charged to the club account. Purchases can not be made without a PO.
- Businesses that do not currently hold an open PO with OCCC will require a request to be started. *Allow two to four weeks for a PO to be generated and plan accordingly.*
- New businesses that do not hold accounts with OCCC will require a Vendor form to be completed. Vendor information has to be submitted in full to Student Life before process can start. *Allow process two to four weeks and plan accordingly.*
- If a business does not have a current listed PO number and does not accept PO numbers, arrangements may be made to request reimbursement. Arrangements must be made with Student Life prior to purchase.
- Large purchases: Purchases over $5,000 require a bid. This process can take a longer time so please plan accordingly.

Sales Tax Exemption

- All purchases must be accompanied by a tax exemption.
- If tax is paid on a purchase for a club, the tax WILL NOT be reimbursed.
- The tax exemption form can be picked up in Student Life.

Reimbursements

Reimbursements will only be given when a store does not accept a PO. Reimbursements are an exception to general rule and therefore will require additional approvals. **You must have approval in writing from Student Life prior to the purchase of any goods or services; otherwise, your purchase will not be reimbursed.**

- Event Requests must be approved in writing BEFORE the purchase is to be made.
- Tax is <u>not</u> reimbursed.
- Reimbursements will only be given when a store does not accept a PO.

Common reasons for reimbursements:

- Food purchased during club trips
- Club activities at off campus locations
- Shopping for club supplies when a representative from Student Life cannot accompany you

Requesting a Disbursement/Check

If a club or organization wants to donate money to an organization or cause or support an individual with a scholarship, a request for disbursement/check can be made. Processing may take two to six weeks. Disbursements will be made for the exact amount.

Clubs must submit an Event Request with the following information:

- Amount of the Check
- Reason for the Request
- Name of person responsible for the check (Include their OCCC ID number)
- Name of individual/organization receiving funds
- Additional information may be requested after review of Event Request is made

Programming Dimensions

To maintain active status, clubs and organizations are required to program in the areas of the Five Programming Dimensions. The Five Programming Dimensions are intended to guide clubs and organizations on intentional and specific programming. The 5 Programming Dimensions represent critical competencies of a successful college experience, career, and life.

Each semester, clubs are required to plan and execute programs, events, or projects that cover areas of the dimensions. Every club and organization must cover each of the five dimensions through their programs and events during the Academic Year. Within the Health and Wellness Pillar, specify which area the program focuses on. The online Event Request Form is the avenue for planning programs, events, and supplies in the area of the five dimensions. If a club or organization fails to meet this programing requirement in the academic year, their club status will be reviewed and may result in probation and/or the club status being revoked.

The Five Programming Dimensions are:

- **Health and Wellness:** Health and wellness is a process of achieving one's personal best state of physical and mental being. Five main areas of health and wellness are: physical, mental/emotional, social, spiritual, and intellectual. Physical health and wellness focuses on the proper care of our bodies for optimal functioning. Emotional health revolves around understanding our thoughts, feelings, and behaviors. Social health is our ability to interact and form relationships with others. Spiritual health means creating a balance between physical, psychological, and social aspects of life and allowing us to have a purposeful life. Intellectual health encourages creative and stimulating mental activities in which one uses available resources to expand one's knowledge.
- **Civic Engagement:** Civic engagement means collaborating together to make meaningful and impactful differences within our various communities with the intent to share knowledge, skills, values, and motivation. This means promoting the quality of life within a community through community service, civic responsibility, and global citizenship. Community service is the act of benefiting one's community. Civic responsibility is the way we govern ourselves within our communities in a productive, responsible, caring, and contributing manner through actions and attitudes. Global citizenship helps us build our understanding of world events. It is a framework for learning and reaching beyond school to the wider community. Through global citizenship, we critically think about what is equitable for all.
- **Diversity, Equity, and Inclusion:** OCCC recognizes that we live in an interconnected and globalized world and is committed to creating a diverse community that is inclusive, responsive, and supportive of every student, faculty and staff member. Diversity is critical in the preparation of our students for an increasingly globalized and interconnected world. All members of the College community share a responsibility for creating and fostering an environment where diversity and differences are respected, equity is sought, and inclusiveness is practiced.
- **Leadership and Campus Engagement:** The Office of Student Life will provide a foundation for ethical and informed leaders within their respective communities. Being a leader in a rapidly changing world requires innovation, integrity, diversity, stewardship, accountability, and understanding oneself. Leadership development is a continuous process of social influence with the intent to maximize the achievement of others. This is also implemented within campus involvement and engaging with students, faculty, and staff to create an environment of belonging and learning.
- **Workforce Readiness:** As students master their field of study, the Office of Student Life wants students to be equipped with the various tools to thrive in the ever changing workplace. Workforce readiness prepares students to enter the workforce with the knowledge, skills, attributes, and abilities to engage in opportunities within respective occupations and work environments. Workforce readiness encompasses the competence and willingness to change and adapt to the needs and demands of the workplace.

Programming Values

The 5 Values align with the mission and vision of Oklahoma City Community College and should be inter-twined within the Programming Dimensions. Programming with Values helps student leaders continue to develop into positive, well-rounded individuals and productive members of the college community. The intent of the Values is to guide and challenge clubs and organizations to elevate their events as well as provide students a well rounded collegiate experience. Our values are crucial as they help us grow and develop and provide meaningful and life changing experiences. The decisions we make are a reflection of our values, and our values help us achieve our goals and purpose.

The 5 Values are:

- Innovation: Creative and forward-thinking
- Integrity: Be honest, ethical, and respectful to all
- Diversity: Embrace and appreciate the value of differences
- Stewardship: Wise and efficient use of resources
- Accountability: Data-driven evidence of mission accomplishment

Planning and Scheduling ★

Safety and security of students, faculty and staff is first priority. Student Life must be aware of all club and organization activity. All events requested by a club or organization must be approved by Student Life before any action may take place. Unapproved events or meetings can result in, but are not limited to, suspension, probation or revoked club status. **Failure to properly follow outlined procedures when planning activities or events may result in restricted access to club funds.** Individuals may also be held accountable under the Student Conduct Code. Off campus events or activities must have an Advisor in attendance or the event or activity will not be approved.

For events in the College Union, clubs should plan at least eight weeks in advance. Location is dependent on availability at time of request. Meetings and activities should be held during College hours of operation. Off-campus events must be approved by the Director of Student Life.

To request approval for an activity, meeting or supply, organizations must complete the online Event Request located at http://occc.edu/studentlife. The request form is under Student Life: Club Resources: Club and Organization Event Request.

*At times it may be necessary to relocate a club or organization to a new location for a meeting, event or activity. Student Life will contact the group and assist with the relocation process.

Timeline for planning events, activities or requesting supplies

Event type : Large	Things to keep in mind
	Event requests for events of this nature must be submitted eight weeks prior to event. It is important to reserve space as far in advance as possible when planning for large events.
Any event requiring the use of advanced audio visual equipment	Details and locations list on event request form.
Banquets	Location and food orders reserved on time
Events involving travel	Travel packet completed on time, additional funds requested on time. Traveling students must be in good status.
Pinning or induction ceremonies	Request for materials and food submitted on time
Speakers, concerts or performances with large audiences	Details about locations and materials approved by Student Life ahead of time.
Any event requiring a contracted service agreement	Vendor information submitted on time and contracts signed before the event.
Event type : Small	Things to keep in mind
	Event request must be submitted two weeks prior to event.
Club meetings Fundraisers Catering or supplies	Clubs may use one event request form to schedule a series of events as long as each event occurs during the same time of day and the same location.

Event Requests:

When filling out an event request, there is specific information you will need for each of the various types of events. It is important to fill out event requests in a timely manner so that rooms, equipment, food, etc. can be successfully reserved. Clubs must submit an event request for all planned activities. Below is a checklist to help with planning.

Event Request Information
Purchase Orders • Phone number   • F.E.I number • Item Description & Amount   • Complete address • Company name   • Club name
Event/Fundraiser • Proposed date & time   • Services required • Desired location   • Food request information • Club name   • Set up requirements • Money/PO request
Vehicle Request (Only college employees are allowed to drive College Vehicles) • Driver's name   • Student ID/Employee ID • Type of vehicle   • Club name • Number of passengers
Reimbursements (Reimbursements must be preapproved by Student Life before purchasing occurs) • Phone number   • Amount being requested • Person being reimbursed   • Club name • Complete address   • Student ID/Employee ID
Travel • Complete all travel-related questions in the online Event Request form. Additional information may be required by the Office of Student Life.
Meeting Room Request • Club name   • Proposed date and time • Set up   • Desired location or room • Services required   • Number of people attending • Audio/Visual needs   • Food Request Information
Request Check or Disbursements • Club Name   • Amount • Student Name   • Student ID number • Phone number   • Complete address

Event Summary:

After special events, clubs will be required to submit an event summary. This can be found under the club resources section on the Student Life webpage.

Budgeting for Events

It is good practice for organizations to create a budget plan for every event they schedule. A budget plan allows an organization to visualize the event details and understand the potential cost the event will incur.

Five Step Budget Plan

1. Set a maximum amount the organization is willing to spend on the event.
2. Identify all potential expenses that will be incurred to facilitate the event.
   - Food
   - Service Fees
   - Decorations
   - Awards
   - Print costs
   - General supplies
3. Research price ranges for each potential expense.
4. Set a spending limit for expenses listed.
5. Make sure that spending limits for each item fits within the maximum amount the organizations is willing to spend. Change limits if necessary.

If additional funding is required, the club or organization will need to follow the guidelines for requesting additional funds from the Office of Student Life.

Travel ★

Local travel requests must be submitted via the online event request form at least three (3) weeks prior to scheduled trip. Long term or out-of-state travel requests must be submitted via the online event request form at least eight (8) weeks prior to scheduled trip. Long term or out-of-state events must be approved by both Student Life and the Office of the Vice-President for Student Affairs before they may be formally scheduled or promoted to organization members.

Upon submitting an event request for an event or activity involving travel, clubs and organizations should schedule a meeting with Student Life to review club and organization travel requirements. It is in the best interest of the club or organization to submit the event request and schedule the meeting a full 8 weeks prior to the date of travel. Those submitting event requests involving travel should be prepared to supply the following information:

Are you requesting travel for this event?*

Destination*

Purpose of trip*

Departure Date*

Departure Time*

Return Date*

Return Time*

Mode of travel*

How many drivers?*

Name of driver(s) and OCCC ID#(s)*

What type of trip are you making?*

Preferred hotel name and address*

How many students are participating on this trip?

Student names and OCCC ID#'s*

Are any minors under the age of 18 participating?*

Which faculty/staff member(s) will be responsible and present?*

Detailed cost of the event and who is providing funding?*

Are meals being provided and by whom?*

Is this an annual event?

If attending a conference please attach the agenda if available.

Completed travel waivers are required of ALL travelers. No one may travel without first turning in a waiver to the Office of Student Life by the deadline established by Student Life.

Publicity and Communications

Posting Materials on Campus

Club and Organization bulletin boards are strategically placed around the campus and are the <u>only locations where material can be posted by a club or organization or on its behalf</u>. Only approved events may be publicized through flyers or posters. Clubs or organizations are responsible for removing flyers/posters/signs within <u>1 business day</u> following the event. Flyers/posters/signs are not to be affixed to walls, doors, painted surfaces, columns, or other areas not specifically designed for such postings.

Violation of these rules may result in corrective or disciplinary action.

A campus map indicating locations of all bulletin boards is available in the Office of Student Life, MB-2N4.

Signage Stands

Clubs and organizations may use Student Life's signage stands for advertising, if available. Stands are available on a first come, first served basis, and may be reclaimed by Student Life at any time if needed for its own promotional purposes.
- Clubs may request up to two (2) stands.
- Stands may be utilized no more than 48 hours ahead of an approved event.
- Stands must be checked in and out through the Student Life office. Stands must be returned to the Student Life office within 60 minutes of event ending.
- Signage should properly fit any stands being utilized. Available stands accommodate signage of 11"x 17" dimensions. Signage should fill the entire area. (11x17 "backgrounds" may be used to back 8x11 posters, if necessary.)

Duplication and Printing

Duplication and printing of flyers/posters can be done with assistance from Student Life with advance notice. Printing requests must be submitted to Student Life in electronic form. Please send FINAL VERSION electronic copies for prints to studentlife@occc.edu.

Printing requests for Student Life are limited to ten 8'' x 11" / 11" x 17" black and white copies per event or five 8" x 11" / 11" x 17" color copies per event. Print jobs over ten B&W and five color will be sent to the Print Shop at club expense. Please allow at least two to three weeks for large tasks.

Club Mailboxes

Club mail boxes are located just outside the Office of Student Life, MB-2N4. Mailboxes should be checked frequently. Mailboxes may be used to promote club events and fundraisers to other clubs and organizations. Student Life, SGA, and other departments regularly place important information in mailboxes.

Mail-Outs

If a club or organization desires to send out information via mailing please contact Student Life for assistance. Clubs or organizations will be responsible for the cost of postage.

Club and Organization Resources

Student Life has resources available for use by members of clubs and organizations. Resources are located in the Office of Student Life, Room MB-2N4. These resources may provide assistance in achieving club goals and are provided so club and organization members may conduct club business and are not intended for personal use. If members violate the purpose of the resources or disrupt Student Life operations they may be asked to leave.

Resources include:

- Computers
- Storage space
- Office supplies, based on availability (tape, stapler, hole punch, envelopes, etc.)
- Club mailbox

Staff Assistance ★

Student Life staff is available to assist students during regular business hours with computers, completion of forms, use of supplies, questions about procedures or activities, etc.

Club Members' Responsibility

Club members are expected to manage resources wisely, including cleaning up after themselves, returning supplies, etc. We ask that mutual respect be given to Student Life staff and a professional order of conduct be maintained.

Office Hours

Monday - Friday 8 a.m. to 5 p.m. Hours may be limited based on campus closings or special events held by Student Life.

Helpful Tips, Tools, and Resources

The following tips, tools, and resources are intended to assist clubs and organizations with club and leadership development. Clubs are encouraged to use the information as reference and adapt the structure for their individual club or organization needs. If additional help or resources are desired, contact Student Life at 405-682-7523 or studentlife@occc.edu.

Assessment and Evaluation

Assessment and evaluation is important in determining the effectiveness of programs and events by clubs and organizations. Clubs should create event summaries and establish program outcomes for each event or program. Clubs should also have each program participant fill out an evaluation at the conclusion of the program. Clubs and organizations should use the feedback generated by the evaluations to assess the program or event, and make changes to ensure the program is effective. Clubs should gather feedback from club members to assess the effectiveness and efficiency of the club. For more information on creating a program, event, or club evaluation, please contact Student Life at 405-682-7523 or studentlife@occc.edu.

Running a Club Meeting

Student clubs are encouraged to have regularly scheduled meetings. This is an example of an agenda that may help you run your first meeting:

1. Call to Order (1 minute)
   * *Officially start the meeting*

2. Introduction & Welcome (5 minutes)
   * *President welcomes members to the meeting*

3. Treasurer's Report (5 minutes)
   * *Treasurer gives report of account balance and provides an update on the financial status of the club*

4. Secretary's Report (5 minutes)
   * *Secretary provides summary of last meeting.*

5. Old Business (10 minutes, if necessary)
   * *President leads discussion of any business that was not decided during the last meeting.*

6. New Business (20 minutes)
   * *President leads discussion of new business and members votes, if needed*

7. Schedule Next Meeting (5 minutes)
   * *Club decides when and where the next meeting will be held.*

8. Adjournment (1 minute)
   * *Meeting is closed*

Each student club or organization is encouraged to develop their own strategy for running a meeting. Clubs should create an agenda for each meeting to ensure meetings are conducted in an organized and timely manner. Creating agendas will also help when transitioning to new leadership at the end of the semester. Having this material will allow new leadership know what you did in the past.

Recruiting and Retaining Members ★

New and consistent membership is important to the success of a student club or organization. Student organizations will benefit greatly from devoting time and energy to the recruitment and retention of members.

TIPS FOR RECRUITING NEW MEMBERS TO AN ORGANIZATION
- Take advantage of Student Club and Organization Fairs, held during the second week of Fall and Spring Semesters. Organization fairs offer an opportunity to solicit interest amongst OCCC students at a time when many individuals are eager to get involved.
- Provide convenient opportunities for students to learn more about the club. Offering an email contact or a club social media page are quick and simple ways for interested students to find information.
- Make the student organization a "familiar face" on campus. The more an organization hosts events, publicizes meetings, and shares information, the more likely students will feel comfortable becoming a part of it.

TIPS FOR RETAINING MEMBERS IN A STUDENT ORGANIZATION
- Organization leaders should make an effort to correspond individually with members of his/her organization. Taking the time to make contact on an individual level shows members that they are important and valued. The more members feel valued, the more likely they will continue to participate in the organization.
- Offer social opportunities within the organization. These can be as simple as a 15-minute ice-breaker or as involved as an off-campus kayaking trip. Social opportunities allow members to build relationships with one another and it will increase their sense of belonging to the organization.
- Offer opportunities for members to take on responsibilities within the club. The more members are involved with the planning of organization events and/or the upkeep of the organization's goals, the more likely they will be to continue their membership.

The Office of Student Life can assist with:

- Fundraising ideas
- Sample constitutions
- Tips for recruiting and maintaining membership
- Ideas for community service projects

Voting: Robert's Rules of Order

For a club or organization to make a formal decision the proper voting rules should be used. Robert's Rule of Order, also known as Parliamentary Procedure, is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules.

Robert's Rules of Order can be very strict and lengthy. This guide is to help with a basic idea on how to make a motion and the voting process to pass an item. If a club would like more in-depth training on the topic, contact the Office of Student Life.

What is a Motion?

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

What is a basic motion?

There are four different types of motions that can be used during a meeting. For the purpose of this manual and day to day function of clubs and organization, we will discuss the "main motion" option.

Main Motions

The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

How are Motions presented?

1. Obtaining the floor

Wait until the last speaker has finished.

Rise and address the Chairman by saying, "Mr. Chairman/Madam Chairwoman or Mr./ Madam President."

Wait until the Chairperson recognizes you

2. Make Your Motion

Speak in a clear and concise manner.

Always state a motion affirmatively. Say, "I move we ..." and then insert your idea.

Avoid personalities and stay on your subject.

3. Wait for Someone to Second Your Motion

Another member will second your motion or the Chairperson will call for a second.

If there is no second to your motion, it is lost.

4. The Chairperson States Your Motion

The Chairperson will say, "it has been moved and seconded that we ..."

Thus placing your motion before the membership for consideration and action.

The membership then either debates your motion, or may move directly to a vote.

Once your motion is presented to the membership by the Chairperson it becomes "assembly property", and cannot be changed by you without the consent of the members.

5. Expanding on Your Motion

The time for you to speak in favor of your motion is at this point, rather than at the time you present it. The mover is always allowed to speak first.

All comments and debate must be directed to the Chairperson.

Keep to the time limit for speaking that has been established.

The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.

6. Putting the Question to the Membership

The Chairperson asks, "Are you ready to vote on the question?"

If there is no more discussion, a vote is taken.

Voting on a Motion

The method of vote on any motion depends on the situation and the by-laws of policy of the organization. It is important to consult the clubs or organizations constitution on what the voting laws are. Abstaining from a vote, or not voting, is allowed.

There are five methods used to vote by most organizations, they are:

1. By Voice- The Chairperson asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

2. By Roll Call - Each member answers "yes" or "no" as his/her name is called. This method is used when a record of each person's vote is required.

3. By General Consent - When a motion is not likely to be opposed, the Chairperson says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

4. By Division - This is a verification of a voice vote. It does not require a count unless the Chairperson so desires. Members raise their hands or stand.

5. By Ballot - Members write their vote on a slip of paper; this method is used when secrecy is desired

Setting S.M.A.R.T Goals

Planning for the future can be difficult but using SMART goals can make the process easier. Using SMART goals each time the organization is planning for an event or program will help the group stay focused and make sure their ideas are realistic. The following steps will assist you with short and long term planning for your organization.

Step	Definition	Tips
Specific	A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions.	• Who: Who is involved? • What: What do I want to accomplish? • Where: Identify a location. • When: Establish a time frame. • Which: Identify requirements and constraints. • Why: Specific reasons, purpose or benefits of accomplishing the goal.
Measurable	Establish concrete criteria for measuring progress toward the attainment of each goal you set.	To determine if your goal is measurable, ask questions such as…… How much? How many? How will I know when it is accomplished?
Attainable	Identify goals that are most important to the club and begin to figure out ways you can make them come true.	Developing the attitudes, abilities, skills, and financial capacity to reach the goals. The group starts identifying previously overlooked opportunities to bring them closer to the achievements of their goals.
Realistic	A goal must represent an objective toward which you are both *willing* and *able* to work.	A goal can be both high and realistic; only the club can decide just how high the goal should be, but be sure that each goal represents substantial progress.
Timely	A goal should be grounded within a time frame. With no time frame tied to it, there is no sense of urgency.	If you anchor it within a time frame, "by May 1st", then you have set your mind into motion to begin working on the goal.

OCCC

Office of Student Life
SEMESTER PLANNING SHEET

CLUB NAME _____ DATE _____

President's Name _____ Semester _____

Current Club Constitution on file with Student Life?	YES	NO
Current Officer List on file with Student Life?	YES	NO

If not, by what date will it be updated? _____

SGA Rep. information on file with Student Life?	YES	NO

If not, by what date will it be updated? _____

Advisor Contracts on file with Student Life?	YES	NO

If not, by what date will it be updated? _____

Will you participate in the Student Club & Organization Fair?   YES   NO

Value Programs ideas: _____

Idea #1 _____

Idea #2 _____

How many Events will you do this semester? _____

Idea #1 _____

Idea #2 _____

How many Service Events will you do this semester? _____

Idea #1 _____

Idea #2 _____

How many Fundraisers will you do this semester? _____

Idea #1 _____

Idea #2 _____

OCCC

Office of Student Life
REQUEST TO SOLICIT DONATIONS

Before you speak to a company representative, you must obtain the approval of the Director of Student Life. Please submit this form to Student Life at least two (2) weeks before you plan to request contributions.

CLUB NAME _____ DATE _____

Name of Activity or Event _____

Purpose and Date of Activity or Event _____

_____

If funds are generated from the sale of donated items, how will the money be used? _____

_____

Name of Officer Submitting Request _____

Advisor's Name _____ Advisor's Signature _____

Please list the businesses you plan to visit, with the addresses and items you plan to request.

Business	Address	Item(s) being Requested

For Internal Use Only
_____

APPROVE	DENY	Director of Student Life	Date

OCCC

Office of Student Life
NEW OFFICER TRAINING

After club elections are completed, outgoing officers and new officers will want to ensure a smooth transition for the club. This will involve training for new officers and closure for the semester.

CLUB NAME _____ DATE _____

☐ Submit Transition Report and Update Officer List with Student Life.

☐ Share files and related information about each position with the new officer.

☐ Train new officers on processes and procedures related to the club constitution.

☐ Train new officers on processes and procedures related to the Office of Student Life.

☐ Make introductions to Campus Resources

    ☐ Advisors

    ☐ Student Life Staff

☐ Review Organization Manual

☐ Review Budgets and Funding

    ☐ What are the college purchasing procedures?

    ☐ What is the financial status of the organization?

    ☐ Which fundraisers worked? Which did not?

☐ Meeting Schedule: Maintain or Change?

    ☐ Time _____   ☐ Location _____

    ☐ Day _____   ☐ Frequency _____

☐ Review Past and Future Club Events

    ☐ Which events are club traditions?

    ☐ Which events should be continued / discontinued?

    ☐ What are the planning timelines?

☐ Update membership list

☐ Important dates to remember

    ☐ Leadership Workshop(s) _____ ☐ Org. Fair (FA) _____ ☐ Transition Report(s) _____

    ☐ SGA Meetings _____ ☐ Club Elections _____ ☐ Club Awards Lunch _____