



**Clubs & Organizations:
Student Leader and Advisor
Handbook
2021-2022**



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Thank you for your interest in Student Leadership!

Clubs and student organizations are part of the Student Services Department of Johnston Community College. It is a major key to success of student development, allowing students and faculty to engage in their common interests, whether they are social, cultural, recreational, academic, community-based, or a combination of all. There are a variety of benefits when you are involved with any campus club and/or organization. Being an *active* participant allows opportunities that are essential for students interested in creating a well-developed resume. In addition to professional development opportunities, being part of a club and/or organization provide students with leadership responsibilities, personal, social, and community service venues, enhancing the overall collegiate experience.

We want to inform student leaders along with faculty and staff advisors about the processes for student clubs. Also provide resources available for student clubs or organizations: you can reserve rooms, create a club fund account, and publicize your upcoming events.

Required documents are included in this handbook. For forms which must be turned in, please use copies attached to end of this handbook, or feel free to download them from the website. <http://www.johnstoncc.edu/campuslife/clubs-organizations/resources/club-forms.aspx>

Please do not hesitate to call if you have questions or concerns as you begin to plan your events. We hope you have a successful and wonderful year!

Again, thank you for your willingness to serve and make a difference here at Johnston Community College.

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Starting a New Club

Johnston Community College is an equal opportunity educational institution and does not discriminate based on race, color, gender, age, religion, national origin, or disability. Student clubs and organizations can involve interests that are social, recreational, cultural, academic, political, artistic, or skill-oriented.

Requirements:

- At least 5 student members with 1 member willing to serve as president. Members must be currently enrolled. The club president or designee will be encouraged to attend Student Government Association (SGA) senate meetings.
- An Advisor, either a current staff or faculty member at JCC to advise the organization. Specific duties of the advisor is outlined in the **Club Advisor Agreement Form**.

***Completed Club Information Form**

Form Includes – Club Name, Club Purpose, Club’s regular or scheduled meeting time, name and contact info for 5 member / officers, name and contact info for advisor.

***Club Advisor Agreement Form**

Form Includes –Responsibilities of advisor, and relationship with student group members

***Club Constitution**

A document, which includes organizational structure, guidelines, policies, and procedures, must be included

- *Clubs with regional, national, or international affiliation must include a copy of the affiliate organizations constitutions or bylaws.*

***Petition for Approval of Student Club**

Forms attached or download from JCC website-Campus Life

***Statement of Membership**

Forms attached or download from JCC website-Campus Life



Responsibilities of the Advisor

An advisor is an integral part of every club and organization. Without an advisor, a student organization has no official authority to meet or conduct official business on campus. Advisors volunteer to work with student groups because they are interested in the development of student leaders.

Responsibilities:

1. Provide information, direction, and continuity to the members and officers of the organization.
2. Be present whenever the organization: conducts any activity which is considered an official organization function or which is held under the name of the organization.
3. Be familiar with the policies and regulations governing student organizations and student conduct contained in the Student Handbook.
4. Assist with the formulation and/or revision of the club/organization's constitution and bylaws. Advise the club/organization in planning activities, events and development of a budget.
5. Confirm activities and events are approved in advance through the Coordinator of Student Engagements in accordance with establish procedures.
6. Oversee the finances of the club/organization.
7. Advisors are required to attend all club or organization off-campus activities and/or travel sponsored by the club or organization or require the club or organization to arrange for another faculty/staff member who meets the advisor requirements to attend. If arrangements are made for another qualified college employee to attend, the Coordinator of Student Engagement must be notified prior to the activity, with the name and contact information also provided.



8. Advisors must ensure that the club or organization adheres to all college policies and regulations regarding off-campus activities, student travel, the Drug-Free policy, the Tobacco-Free Campus policy, and the Student Code of Conduct as outlined in the Johnston Community College Catalog and Student Handbook.
9. Advisors are to serve as the club/organization's financial account manager by approving and signing all financial requests submitted by the club/organization. This includes funding requests using the required Direct Pay Request form, completing financial reports.

Advisors Scope of Authority

Advisors are to be aware of the scope of their authority. Advisors have the authority to make decisions or take actions within the stated responsibilities outlined in this publication, particularly if a student club or organization deviates from college policies and procedures. Student clubs and organizations must have advisor consent and approval for all activities.

Confirmation of Advisors

Advisors confirm their intent to serve annually by signing the Club Information form at the beginning of the fall semester or at the beginning of their term of service. This form serves as sanction by the college for the club or organization advisor to act in the capacity of an advisor to the club or organization.

College Policies and Procedures

The Student Code of Conduct, the College Catalog, Student Handbook, and Student Club and Organization Handbook are resources for college policies and procedures related to student activities. The club SGA representative also serves as a resource for club/organization advisors and students seeking additional information.



Scope of Duty

An advisor is an agent of the college acting within the course and scope of employment. Club and organization advisors are cautioned to act pragmatically, avoid any real or perceived acts of negligence, act with reasonable prudence, treat people fairly, and use common sense. Maintaining a sense of what is fair and reasonable and using one's best professional judgment will reduce problems that might occur later.

Duty to Warn

Students should be clearly warned by the club or organization advisor if there are any inherent or potential risks involved in participating in an activity or traveling out of town, state, or country to a conference, meeting, or learning activity. Club and organization advisors should attempt to anticipate any risks that may arise out of any decision or situation and take reasonable precautions to minimize such risks. Any questions about liability issues should be discussed with the Office of Student Services-Student Activities and/or Vice President of Student Services.



Requirements for Student Clubs and Organizations

Membership

Johnston Community College is an equal opportunity educational institution and does not discriminate based on race, color, gender, age, religion, national origin, or disability. Student clubs or organizations that select their members on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its faith, beliefs, and mission.

Adherence to College Policies and Procedures

Student clubs and organizations not adhering to policies and procedures established, risk the loss of active status and funding opportunities. The Coordinator of Student Engagement, Director of Enrollment and Student Success, and Vice President of Student Services will review any incident by a student club or organization warranting disciplinary action.

Participation in Student Government Association and Events on Campus

- Student clubs and organizations are strongly encouraged to choose a representative to serve as an SGA Senator. The student representative chosen must complete the SGA Senator Application. The Senate representative is expected to attend the senate meetings regularly and cannot represent multiple clubs/organizations at the same meeting.
- Student clubs and organizations must complete all the required before conducting activities.

All clubs and organizations are **required** to complete and submit a Request for Approval of Student Activity (RASA) Form for all activities. The form must be approved and signed by the club or organization advisor before submitted to the Coordinator of Student Engagement for approval.



The Coordinator of Student Engagement will give final approval for any club or organization activities. The RASA Form, once approved, the RASA is kept on file to indicate when, where, and why the activity will be taking place. It is also used to provide information, as needed, to various college departments, such as facility services and campus security.

Community Service

Student clubs and organizations are encouraged to participate in community service projects. For assistance in identifying projects or to join existing projects, please contact the Coordinator of Student Engagement.

Yearly Active Status

The number of active student clubs/organizations may vary from year to year due to student interest. JCC clubs and organizations must be formally recognized and approved through by the Coordinator of Student Engagement to be an active club on campus. Clubs and organizations need to obtain active status ***before*** conducting any activities, fundraiser, or events on campus or around campus.

Steps to become “Active status”:

- Yearly submission of Open Membership Form
- Club representation at Advisor meetings
- Yearly submission of Club Information Form
- Current constitution on file in Office of Student Services-Student Activities
 - *Clubs with regional, national, or international affiliation must include a copy of the affiliate organizations constitutions or bylaws.*

*****Required documents must be submitted before a club can be recognized as “ACTIVE”*****

Pro-Rata or club funds will not be disbursed until qualifying clubs achieve “Active” status.



Active clubs are strongly encouraged to appoint a student government representative to regularly attend SGA senate meetings.

Budgeting & Treasury

All funds received must be taken to the Cashier's Office daily to deposit into the organizations account.

Advisors are to serve as the clubs or organizations financial account manager by approving and signing all financial requests submitted by the club or organization. This includes funding requests using the required Request for Supplemental Club Funds or Direct Pay Request.

Deposits

- The Club advisor should complete a deposit slip for clubs and organizations. The deposit slip is obtained from the Cashiers Office located in the Wilson Building.
- The completed deposit slip and any funds should be taken to the cashier's window daily for deposit by the club advisor.

Request for Approval of Student Activities (RASA)

Please note that all club advisors are expected to complete a Request for Approval of Student Activities Form at least three weeks prior to any event. The RASA form must be on file **and** properly approved before clubs can move forward with



advertising and promoting any activity or event. *For events that involve community participation and/or outside vendors, please allow additional time for approval from the Office of Student Services-Student Activities.*

Fundraising

- All fundraising must be approved in advanced by using the Request for Approval of Student Activity form and providing the supporting documentation.
 - Advisors are **required** to notify the JCC Foundation Office before approaching businesses and potential donors.
- Clubs and organizations intending to sell food must complete a Club/Organization Food Form and adhere to the rules and regulations set by the College and Johnston County Health Department and the General Statutes of North Carolina.

*****Refer to the Club/Organization Food Form*****

Club Travel

Extra-curricular travel provides outstanding learning opportunities, but can be expensive and involve inherent risks. Travel should be well planned, expenses kept to a minimum, and any potential risks should be considered well in advance. Questions regarding liability issues should be discussed with the Coordinator of Student Engagements. The club travel policy applies to the travel of enrolled students to attend activities or events that are organized and/or sponsored by the college.

An organized event is one that is initiated, planned and arranged by a member of the college's faculty, staff, or sponsored student organization and is approved by an appropriate administrator.



A sponsored event or activity is one that the college endorses by supporting it financially or by sending students to participate in it as official representatives of the college.

A.) Policy Statement

It is the policy of Johnston Community College Student Activities to promote safe travel by members of its registered student club/organizations to certain events and activities.

B.) Scope

This policy applies to the travel of the student members of a registered student organization when:

- The organization requires or request its student members to attend an activity or event; and
- The activity or event occurs off campus.

C.) Trip Approval Requirements

1. Registered student organizations that require or request student member's travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the Coordinator of Student Engagement.
2. To obtain authorization, the registered student organization must submit a completed Request for Approval of Student Activity Form to the Coordinator of Student Engagement. The request should be submitted at least two weeks (ten (10) working days) prior to the proposed departure.
3. The following documents and information must be submitted at least two weeks (ten (10) working days) before departure:
 - A list with full names, local addresses, phone numbers and the name and number of an emergency contact for each student participant. Students under the age of 18, must complete and sign the Parental Permission form before attending any club or organization sponsored event which involves travel.



- A list with full names, phone numbers and the name and number of an emergency contact for each Johnston Community College faculty and/or staff participant.
- There **must** be a Johnston Community College faculty or staff participant.
- Trip itinerary which also includes:
 - Hotel Information
 - Address
 - Phone Number
 - Date(s) of Stay

D.) Alcohol and Illegal Substances

1. Participants shall not possess, consume, or transport any alcoholic beverages or illegal substances.

E.) Travel by Motor Vehicle

1. Motor vehicles must be in compliance with state law; therefore, motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card and a state inspection certification.

2. Vehicle Operator Requirements

- a. Operators of motor vehicles shall comply with all laws, regulations and posted signs or directions regarding speed and traffic control.
- b. Operators shall drive **no more** than four hours without a minimum rest stop of thirty minutes.
- c. Operators shall drive **no more** than ten hours in any 24-hour period.
- d. A navigator shall be assigned for all trips that are scheduled to take more than two hours; and the navigator shall remain awake while on duty.
- e. Trips requiring more than ten hours of driving time shall include overnight lodging.

3. Safety Requirements for Both Operators and Passengers

- a. Seat Belts. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.



- b. Alcohol and Illegal Substances. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
- c. Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by college policy, or federal or state law or regulations, whichever is lowest.

College Resources

Meeting Space

Requests by student clubs and organizations to meet in any conference room or meeting area on campus must be made through 25Live. Space is not guaranteed, but reserved on a first-come, first-serve basis.

Vehicles

The vans and cars are available to student clubs and organizations for travel on a first-come, first-serve basis. Vehicles are not guaranteed and must be scheduled in advance. Only college employees are allowed to operate the vehicles. Work study students are not permitted to operate motor vehicles. Vehicles are requested through 25Live.



Advertising & Promotion

Clubs and organizations are encouraged to use creative, but acceptable methods for advertising any planned activities.

Fliers and posters should be reviewed for grammar and content by club or organization advisors prior to being distributed. All advertisements must be removed/taken down at the conclusion of the event.

Media Coverage

Any invitation to the media to cover an activity must be coordinated through the Senior Director of College Communications. Clubs and organizations advisors should contact the Senior Director of College Communications to request assistance in seeking media coverage of an activity or event.

Website, Facebook, and Twitter

These are all online tools for promoting events. All social media and email communication must be in accordance with the college policies and procedures. For more information, the club or organization advisor may contact the Senior Director of College Communications.



Club Advisor Agreement Form

Responsibilities and Role of Student Organization Advisors

In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below and must agree to:

- Read and be familiar with the Club Handbook. It is updated yearly.
- Make sure your club is informed and aware that a club representative needs to attend the Student Government Association (SGA) meetings a minimum once per month.
- Take an *active* role in advising the student organization.
- Attend all organization meetings and events, or find a suitable replacement JCC faculty/staff when needed.
- Offer guidance to the organization on goal setting, organization management, event planning, problem solving, and group evaluation.
- Promote student involvement in the operation of the club.
- Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and By-laws.
- Meet with the organization leadership on a regular basis (at least once each month is recommended as the minimum requirement).
- Remain informed of all activities sponsored or conducted by the student organization.
- Advisors are required to attend and chaperone the various on & off campus events of the student organization they advise, held during and after normal business hours.
 - Advisors should arrive at least a half hour before the event and remain until the complete dissipation of the event or activity.
- Know the officers and number of current members of the organization. (Keep electronic files with contact information)
- Know the organization's process for obtaining new members and selection of executive board members.



- Be knowledgeable and adhere to college policies and procedures that pertain to student organizations and inform club members on their responsibility to do the same.
- Be familiar with parliamentary procedure (Roberts Rules of Order).
- Sign off on all payments.
- Sign off on all necessary forms and documents before forwarding to the Coordinator of Student Engagement and Activities.

The Coordinator of Student Engagement and Activities must approve all organization contractual agreements and/or financial transactions prior to arrangements being made. **No student, student organization or advisor is authorized to enter into any contractual agreement or sign contracts for any service or entertainment booking at any time, for any reason without proper approval. Anyone found in violation of this policy can be held responsible for any financial obligations as indicate.**

Club Name: _____

Name of Club Advisor: _____

Club Advisor Signature: _____ **Date:** _____



REQUEST FOR APPROVAL OF STUDENT ACTIVITY

*This form is to be used for approval of student activities. Student clubs and organizations wishing to sponsor any type of activity, including fundraising projects, are expected to complete this form. All requests must be submitted to the Director of Student Activities for approval at least **two weeks** prior to the event date.*

1.) **Club or Organization:** _____

2.) **Name of Activity:** _____

3.) **Type of Event (project, entertainment, fundraising, etc.)** _____

4.) **Purpose:** _____

5.) **Date and Time of Activity:** _____

6.) **Location:** _____

7.) **Person to be responsible for the following:**

a.) **Person in Charge of total activity:**

b.) **Person in charge of clean up afterwards:**



***FOR FUNDRAISING ACTIVITIES:** *All external fundraising partnership requests must be submitted to the Coordinator of Student Engagement for approval at least **three weeks** prior to the event date.*

8.) **External Fundraising Partner:** (ex. Zaxby's, Applebee's, etc.): **NO** _____ **YES** _____
(If yes, please fill in the information below)

a.) **Vendor(s) Name:** _____

b.) **Address:** _____

Signature of Club/Organization President

Date Signed

Signature of Club Advisor (indicating approval)

Date Signed

(Office Use Only):

Approved

Not Approved

Date: _____

Foundation Signature (if required)

Coordinator of Student Engagement



CLUB INFORMATION

This form is to be completed annually for all campus clubs and organizations and returned to the Student Services Division.

Name of Club/Organization: _____

Officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other: _____

Faculty/Staff Advisor: _____

Number of Members: _____

Time & Location of Regular Meetings: _____

Club Projects: _____

Additional Comments/Information: _____

Advisor Signature

Club President Signature

Date



STATEMENT OF MEMBERSHIP

This is to certify that it is the policy of the _____ Club that membership in this student club or organization is open to all persons eligible to become members in accordance with the constitution and/or bylaws of this organization and, further, that discrimination in admission to membership in this organization on the basis of race, color, sex, age, religion, handicap, or national origin is specifically prohibited by this organization and by Johnston Community College. Student clubs or organizations that select their members on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its faith, beliefs, and mission.

It is hereby agreed that, as a condition of being sanctioned and approved to operate as a student club or organization on the campus of Johnston Community College, this organization will operate in accordance with the non-discrimination policy of Johnston Community College, which is committed to full compliance with the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 as amended, and Section 504 of the Rehabilitation Act of 1973.

Signature of Club President: _____ Date: _____

Signature of Club Advisor: _____ Date: _____



Food Guidelines & Form:

Student clubs and organizations are required to adhere to policies set by Johnston Community College and the Johnston County Health Department when involving food at events and fundraisers. Please consult with the Coordinator of Student Engagements when adding food to your event. *Note:* In order to sell or give-away food, a student(s) must be representing an officially recognized JCC student club or organization.

In accordance with the rules and regulations set by the Johnston County Health Department and the General Statutes of North Carolina, JCC student clubs and organizations planning to sell or give away food on any JCC Campus must abide by the following guidelines:

Plan to sell food?

- Officially recognized student clubs and organizations may sell food considered non-perishable (such as pre-packaged chips and drinks), bake sale items (pre-packaged items such as cookies, brownies, candy, rice-crispy treat, etc.), or “fun foods” (such as dip ice cream, coffee, popcorn, cotton candy, and soft pretzels).
- Potentially hazardous items such as cream-filled cakes and pies are prohibited.
- Home baked / prepared items are prohibited

Plan to give away *FREE* food?

- Officially recognized student clubs and organizations are permitted to give away food (non-perishable or hot) at no cost. All items must be pre-packaged.



Plan to have someone else sell food for you?

- Student clubs and organizations partnering with an outside vendor or caterer to sell food for a profit must complete the Club/Organization Food Form and attach to the document the name of the vendor, contact information, for the vendor (including phone and email), and a description of how the profit will be shared between the vendor and the student club/organization.

- The Coordinator of Student Engagement will share the information with the appropriate staff to ensure that the partnership does not violate other campus agreements.

- Student clubs and organizations are responsible for notifying Auxiliary Services to ensure that the vendor is appropriately licensed to sell food. Please attach confirming information during submission of this form. The Office of Student Services-Student Activities must grant approval to the student club or organization before fundraiser can be held.

The Office of Student Services-Student Activities appreciates your cooperation with these regulations. If your club/organization has any questions about selling food, please contact The Coordinator of Student Engagements and Athletics.



Club/Organization Food Form

Name of Club/Organization: _____ Date: _____

Advisor: _____

Email: _____ Phone: _____

EVENT INFORMATION

Name of Event: _____

Date(s) of Event: _____ Times: _____ Location: _____

We want to (check all that apply):

Sell FUN food

Give away HOT food

Give away FUN food

Food Sale Description (Provide a brief description of what food/beverages your organization plans on selling or giving away. Please be specific:



As the advisor of this club/organization, I have thoroughly read the Student Clubs and Organizations food guidelines and understand the standards for having food available for sale or as a give-away at this event. Our club/organization agrees to abide by clean and sanitary standards and we ensure that the food we provide is clean and safe for consumption.

Advisor Signature: _____ **Date:** _____

Coordinator of S.E.A.: _____ **Date:** _____