

# STUDENT CLUB/ORGANIZATIONS

## Advisor Handbook



## Student Club Advisors:

Thank you! We are so excited that you have chosen to be an active part of the Randolph Community College campus. As a club advisor you are playing a vital part in “Creating Opportunities” and “Changing Lives.”

This handbook will serve to answer some basic questions about clubs, policies, procedures, and your role as a club advisor.

SGA oversees monies from student activity fees and uses those funds to create events, programs, and other engaging activities for students on our campus. To make these programs successful, SGA needs the input of your clubs and the leadership skills of your students. ***Per the [SGA Constitution](#), each club is required to send a representative to SGA meetings. This representative has the ability to vote on the behalf of the club in SGA meetings.***

We appreciate all of our student organizations and everything you do to make them successful on our campus!

Thank you,



Shane C. Bryson  
Student Activities Coordinator  
Randolph Community College

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## RCC Policy on Student Clubs and Organizations:

The following policy can be found in the RCC Personnel Handbook here: <http://bit.ly/RCCPersonnelHB>

*To state the College's policy regarding student clubs and organizations:*

Randolph Community College supports student participation in organizations (e.g., clubs and support groups). Groups wishing to form an organization should first submit a written request to the Vice President for Student Services or designee. Organizational goals should support the interest and goals of the institution. The vice president for student services will forward all approved club requests to the Student Government Association (SGA). The SGA must approve the club request before they will be allowed to hold meetings.

Organizations will not discriminate on the basis of race, color, religion, creed, political affiliation, gender, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local antidiscrimination laws (VI A 1 – Equal Opportunity Policy).

Organizations must be self-supporting. The SGA may assist the formation of an organization with minimal seed money, but will not be responsible for activities and functions. Joint SGA and organization activities can, however, be requested.

All organizations must have an advisor who is an RCC employee willing to supervise and participate in activities.

Organizations may not enter into contracts for goods and services without the expressed permission of the RCC advisor and Vice President for Student Services or designee.

Organizations must maintain their financial account with the college business office. Accounts may not be maintained with external banks (NC GS 115D-58).

Organizations must conduct all fundraising activities in accordance with the college fundraising policy (IV D – Internal, External and Non-College-Related Fundraising Policy).

Organizations that do not hold formal meetings at least once per semester may be terminated by the Vice President for Student Services. Such organizations will then be required to request reorganization to begin holding meetings.

Any organization that allows illegal or otherwise improper activities or behaviors will be terminated by the Vice President for Student Services. Consequently, requests for reorganization would be required.

Organization activities to include but not limited to cook outs, forums and other supported activities must be sanctioned by (1) the SGA, (2), the specific RCC advisor, and (3) the Vice President for Student Services or designee.

All major activities will require an outline of events to include a budget, if appropriate, and be submitted to the Vice President for Student Services for approval no later than one month prior to the event. Activities that include community participation may require a detailed synopsis and budget to be submitted to Vice President for Student Services no later than one month prior to the event.

-END POLICY-

## Creating A New Club/Organization:

When creating a new club/organization there are a few steps that *students* need to follow.

1. Meet with the SGA Advisor/Student Activities Coordinator about the proposed club.
2. Identify a faculty/staff member who will agree to be the advisor for the proposed club.
3. Complete all requirements of the new club application form. This form is to be submitted to the Student Activities Coordinator for review by both the Vice President for Student Services and the Coordinator. The application can be found here:  
<http://bit.ly/RCCNewClubApp>
4. Once the completed application has been submitted, a meeting will be conducted between the Student Activities Coordinator, the faculty/staff advisor, and the applicant.
5. Present the proposed club to SGA for approval.

Once all requirements are met and SGA has approved a club/organization, the group will be a recognized club/organization on the RCC campus. Any group having not met these requirements will not be recognized and will not be allowed to hold meetings on RCC's campus.

## The Role of the Advisor:

The advisor plays a critical role in assisting a student organization and the organization achieving success. Because we are a two-year institution, student leaders are fairly transitory. The advisor provides continuity for the organization. Advisors should be familiar with all institutional policies and rules related to student organizations. If an advisor needs assistance with these policies, they can contact the Student Activities Coordinator for assistance. The following is a list of general responsibilities for advisors:

- **Communication Link:** The Faculty/Staff advisor is the primary link between the student group and the College's administration. The advisor should be familiar with institutional policies and procedures in order to convey accurate information to the student organization.
- **Financial Supervision:** The advisor should monitor the organization's budget. All organizations have a Student Activities club account housed in the Randolph Community College business office. Advisors must sign all paperwork concerning this account. No off-campus accounts are permitted.
- **Organizational Meetings:** An advisor should be present for all regular and special meetings of the organization in order to stay informed, be available for consultations and/or introduce new ideas or suggestions. Meetings should be held as often as necessary. Most clubs meet monthly or weekly.
- **Leadership Development:** Through personal interaction and program development, the advisor can play a significant role in furthering leadership development, personal growth for members, and identifying new leaders for the organization.
- **Clerical:** Be sure that all requirements for an organization are met in a timely manner. Verify student eligibility and ensure that officers meet academic requirements.
- **Events:** Be aware of and consult on all activities of the group and participate when possible. Ensure that all events, activities and programs scheduled by the organization follow proper college procedures.

- **Continuity:** The turnover of officers and members is often frequent, and at times, the only link with the past is the advisor. The advisor orients new officers and members to the history and purpose of the group and helps them to build upon it. The advisor can also play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members.
- **Personal Assistance:** The interaction between the advisor, the organization, and their members provides a unique opportunity to assist individuals. Knowledge of campus/community resources enables the advisor to make appropriate referrals. Always remember to maintain appropriate confidentiality when student disclose personal information, but also know when to seek guidance.
- **Interpretation of Policy:** As a representative of the College to the organization, the advisor is always in a position to interpret RCC policies, regulations and procedures. Policies and Procedures may be found in the RCC Personnel Handbook. If assistance is needed, and advisor may contact the Student Activities Coordinator.



## Financial Information:

Clubs maintain their accounts with the business office of RCC. No off-campus accounts are permitted. The following is information about club/organizational accounts:

**Acquiring Club Funding from SGA:** As clubs are to be self-sustaining per the RCC student club/organization policy, SGA assists with seed monies for new clubs. As a general rule, SGA does give recurring funding to clubs each academic year. This is not required of the SGA.

After SGA has approved this funding for each club at the start of each academic year, each club advisor must sign a club funds release form from the SGA advisor/Student Activities Coordinator. This form requires the signature of the club advisor, a student representative from SGA, and the SGA advisor. The SGA advisor then submits the form to the business office and funds will be transferred to the club's account.

View the club funds release form here:

<http://bit.ly/ClubFundsRelease>

**Using Club Funds:** To request the use of club funds, please use the requisition form (excel file) provided to the club advisor by the business office that is specific to that club. Be sure to attach a copy of the minutes where the club approved the use of funds. Without these minutes, your request will be denied.

Documents to submit to the business office to request use of funds:

- Requisition form specific to the club, provided by the business office.
- Minutes from a club meeting that shows that club members approve of the use of funds.
- Any supporting documents for purchasing an item such as a quote. *\*If requesting travel reimbursement, please use the travel forms found in the Employee forms and publications section of the College website.*

Click here to see an example of the requisition form mentioned above:  
<http://bit.ly/1LhvPLa>

***\*\*\*To acquire the requisition form specific to a particular club, please contact Susan Rice ([sirice@randolph.edu](mailto:sirice@randolph.edu)) in the business office.***

## RCC Policy on Fundraising:

The following policy can be found in the RCC Personnel Handbook here: <http://bit.ly/RCCPersonnelHB>

**Definition:** Fundraising includes any solicitation of a monetary gift, a gift of property, a discount, etc. for the benefit of Randolph Community College, a student organization, a charitable group or for a cause adopted by students, staff and/or faculty. The policy on grant applications is contained in Section IV C of the Personnel Handbook and Policy Manual.

Fundraising for college programs and needs serves as a means of accomplishing the initiatives outlined in Randolph Community College's (RCC) strategic plan. The President is responsible for the fundraising activities of the college.

**Fundraising by RCC** All fundraising for the college or by college-affiliated groups must be coordinated through RCC's Associate Vice President for Institutional Advancement who oversees the day-to-day implementation of fundraising efforts. Communication with the Associate Vice President for Institutional Advancement maximizes the chance for success through coordination so that potential donors do not receive multiple or inappropriate requests and so that the gift request and the donor are suitably matched. Any appeals of the Associate Vice President for Institutional Advancement's decision may be made in writing to the President within ten days of the Associate Vice President for Institutional Advancement's decision.

To avoid conflict and duplication of effort and to maximize gifts from potential donors, staff and faculty wishing to ask an individual, organization, or corporation for a gift must notify the Associate Vice President for Institutional Advancement in writing or electronically prior to the solicitation. This includes solicitation of food, door prizes, gift bag fillers, etc.

The Associate Vice President for Institutional Advancement will then advise faculty and staff of any potential conflicts. If, in his or her best judgment, the request is not advisable, the Associate Vice President for Institutional Advancement may ask that the

solicitation effort be modified, postponed or canceled. If there is a disagreement over a specific planned request, the President or his/her designee will make a final decision.

**Fundraising by College Organizations** Students, employees, organizations, and groups on campus that wish to engage in a fundraising activity or solicitation must notify the Associate Vice President for Institutional Advancement prior to the proposed activity. All student fundraising projects, whether for a college-based cause or a non-RCC effort, must have the approval of the faculty/staff advisor and the Director of Recruitment and Student Activities before being submitted to the Associate Vice President for Institutional Advancement. The Director of Recruitment and Student Activities may impose additional requirements on campus organizations' fundraising through information provided annually in The Student Clubs Handbook for Advisors or in order to coordinate student fundraising projects. If the fundraising activity or solicitation is deemed to be in conflict with the fundraising program and activities of the College or Foundation, the Associate Vice President for Institutional Advancement will meet with the group or individuals to resolve the conflict and reach a mutually agreeable solution. If a conflict arises that cannot be resolved in such a manner, the President of the College will consider the issue and make a final decision.

-END POLICY-

# Fundraising By Clubs:

## Procedure

Fundraising as it pertains to student organizations at RCC is defined as the seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged.

1. All student club fundraising requests must be approved per the RCC Fundraising Policy (see below).
2. Only official student clubs of RCC will be authorized to conduct fundraising projects.
3. All student club fundraising proposals must be submitted to the Associate Vice President for Institutional Advancement at least three (3) weeks prior to the proposed event.
4. Fundraising Requests can be submitted online at <http://bit.ly/RCCFundraisingForm>

\*\*\*Clubs and student organizations can raise money for their own clubs but cannot raise money for external organizations or non-profits. If a club wishes to donate to an external organization or non-profit, they must do so in the form of volunteering or donating items to that organization. Fundraisers to collect items for other organizations must still be submitted in the form of a proposal to both Shelley Greene and Shane Bryson.

**Receipting of funds:** When money is received by a club/organization by way of fundraisers or events, it must be deposited into the club's account in the business office on a daily basis. When money is deposited into the account, the business office will issue a receipt.

## Quick Links:

RCC Student Activities Website:

<http://www.randolph.edu/student-activities.html>

SGA Constitution:

<http://bit.ly/1AcC41U>

RCC Personnel Handbook:

<http://bit.ly/RCCPersonnelHB>

New Club Application:

<http://bit.ly/RCCNewClubApp>

RCC Club Funds Release Form:

<http://bit.ly/ClubFundsRelease>

Club Fundraiser Proposal Form:

<http://bit.ly/RCCFundraisingForm>

SGA Facebook:

<https://www.facebook.com/RandolphSGA>

SGA Twitter:

<https://www.twitter.com/RandolphSGA>

*For any questions, please contact the SGA Advisor/Student Activities Coordinator, Shane Bryson.*

*\*Handbook last updated May 19<sup>th</sup>, 2015*