CLUB HANDBOOK
2019-20

Tompkins Cortland Community College
Office of Student Activities
Student Center, 607-844-8211
HOW TO HANDBOOK for Clubs & Advisors

The Student Club Handbook has been created for club advisors and student leaders to use as a resource for helping your organization achieve success. This handbook will provide you with information, policies and procedures needed for effective and efficient club operation. It covers areas from event planning and production as well as financial and budgeting information. Clubs who are informed and understand policies and procedures operate more effectively and efficiently.

_The staff in the office of Student Activities is here to help you - Please contact us if you need any assistance!_

Cheyenne Gorton
Assistant Director
Room 521 Ext. 4476
Student Center
CMG033@tompkinscotland.edu

STUDENT ACTIVITIES OFFICE

The Office of Student Activities is part of the Student Life Division. The Student Center is the hub of student leadership on campus and is home to the Student Government Association office, the Leadership Lounge, the Interfaith Room, the Family Room, and general use space for all TC3 students.

The Office is open from 9AM-6:00PM, Monday through Friday during the academic year. Summer hours are posted.

We also help to manage the TC3 Student Life Facebook & Twitter accounts and post information there regularly.


and, FOLLOW US @TC3StudentLife
DID YOU KNOW...All student clubs must register at the beginning of every semester!

MEETUP VERSUS CLUB?
In certain circumstances, a Meetup is a great way to test the waters for interest in a new club. Meetups that generate a regular group of interested students, decide they want to meet regularly or plan campus programs, have a great head start on establishing a full-fledged club. Staff in Student Activities will serve as de-facto advisors to all Meetup groups.

FORM YOU NEED: MEETUP REQUEST

Benefits and privileges afforded to registered student clubs include:

- The use of TC3 facilities and services
- Recruitment table at the Fall and Spring GET CONNECTED Fairs
- The right to use the College name/logo in conjunction with the name of your club
- Inclusion of club events on the Panther Passport Calendar
- Ability to reserve TC3 meeting and event space on campus and have access to support services
- Office space (and use of office supplies) in the Leadership Lounge in the Student Center
- Ability to apply for funding for programs and travel through the Student Government Association
- A listing on the College website & inclusion in TC3 Facebook & Twitter postings
- Ability to raise funds for your club or for a charitable cause

All clubs must:
- Have an active membership consisting of currently enrolled Tompkins Cortland students who have paid an activity fee with elected officers including a President and a Treasurer
- Prohibit any form of hazing or other physical or mental abuse or harassment and discrimination of membership on the basis of race, religion, color, creed, national origin, sex, age, marital status, disability, sexual orientation, veteran status, socioeconomic status, political affiliation or any other basis
- Have an advisor who is a TC3 or FSA paid employee
RESPONSIBILITIES OF OFFICIALLY REGISTERED STUDENT CLUBS
In order to retain the privileges of a registered club at Tompkins Cortland Community College, the officers, members and advisors are responsible for adherence to all:

- Rules and regulations governing student behavior at Tompkins Cortland Community College
- Rules and regulations governing student organizations established by the Faculty Student Association, Student Government Association, Tompkins Cortland Community College and the State University of New York
- Rules and regulations governing fiscal expenditures established by the Student Government Association, Faculty Student Association and Tompkins Cortland Community College
- Mission, goals and objectives of their constitutions and founding documents as well as the mission, goals and objectives of the Faculty Student Association and Tompkins Cortland Community College

The officers, members, and advisors of registered clubs also have the responsibility for observing all federal, state, and local laws and statues.

CLUB PURPOSE AND GOALS
To maintain official recognition by the Office of Student Activities, the purpose and goals of a student club must exhibit a clear relationship with the educational mission of Tompkins Cortland Community College by demonstrating a commitment to one or more of the following:

A. Recognition and/or promotion of academic achievement or enrichment of an academic discipline
B. Recognition and/or development of professionalism in a particular field
C. Promotion, education, and or awareness of current events, social justice issues, or philanthropic causes
D. Participation in the development of appreciation for performing or visual arts or life-long skill
E. Development of community in the context of an educational institution
F. Promotion of civic engagement or service
G. Spiritual growth and development
H. Promotion, development, or celebration of cultural diversity; development of cultural competency

POLICIES ON RECRUITMENT, INITIATION PRACTICES AND HAZING
In order for a club to be officially recognized at Tompkins Cortland Community College, membership and participation must be available to all eligible students of the College. In addition, in order to be recognized, all clubs must agree not to discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, citizenship, military or veteran status.

New York State law and college policy prohibits hazing, which includes but is not confined to, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization. The same law provides that the governing document of every campus organization is deemed to prohibit the organization from engaging in hazing.

It is a violation of the Student Code of Conduct for any individual or club to engage in the practice of hazing as defined above. Any such violation may result in disciplinary procedures against the involved students and club and subject the student and club to penalties that could include expulsion, suspension, restitution, probation, censure or warning. It may subject the club to the penalty of revoking its ability to operate on campus facilities.

Organizations whose activities are in violation of any of the above rules and regulations will be subject to immediate review of their recognition status. The Office of Student Activities and the Student Government Association in consultation with the Dean of Student Life reserves the right to withdraw official College recognition, suspend financial activity or take disciplinary measures based on the findings of specific violations.
### MEETUP vs CLUB?

<table>
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<tr>
<th>Meetups Need To:</th>
<th>Student Clubs Need To:</th>
<th>Are Not Allowed:</th>
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<td>If you want to do any of these things, then you are considered:</td>
<td>If you want to do any of these things, then you need to be a:</td>
<td>If you want to do any of these things, then unfortunately you:</td>
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<tr>
<td><strong>MEETUP</strong></td>
<td><strong>STUDENT CLUB</strong></td>
<td><strong>ARE NOT ALLOWED</strong></td>
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<td>• Bring a group of students together with a common interest. (i.e., knitting, hula hooping, wii bowling, Glee TV watching, dodgeball, Scrabble, etc.)</td>
<td>• Exist as a partner organization to an academic program or campus department (i.e., Sport Management Club, Nursing Club, etc.)</td>
<td>• Create a club that has the same activity as an Athletics team. This is due to NJCAA policy.</td>
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<td>• Find other students that might be interested in the same hobby or recreational activity as you.</td>
<td>• Travel as a group to a conference or for an educational experience.</td>
<td>• Host a high liability program such as sky diving, horseback riding, etc. TC3’s insurance company does place some restrictions on certain higher risk activities.</td>
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<td>• Gauge interest in a certain topic or activity to see if it might work as a club on campus.</td>
<td>• Exist as a chapter of a regional or national organization. (i.e., Habitat for Humanity, American Red Cross, etc.)</td>
<td>• Create a club that has an identical mission to another club that already exists.</td>
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<tr>
<td>• Gather only when the interested students have the time; and not more than once/month.</td>
<td>• Host or present educational or social programs to the campus community.</td>
<td>• Purchase expensive specific equipment that would require storage and would be limited in use to a small group of people. (i.e., ice hockey gear, rock climbing ropes, etc.)</td>
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**Meetups Need To:**
- Complete a Meetup Form.
- Have one student willing to serve as the main contact person for the group. This person must be a matriculated (taking 6 credits or more on the Dryden campus) TC3 student in good standing with the college.
- Meetups will be held in the Student Center; subject to availability.

**Student Clubs Need To:**
- Complete the registration process required at the beginning of every semester (for new and returning clubs.)
- Secure an advisor and submit a completed advisor contract with their registration paperwork each semester.
- Participate in leadership trainings and civic engagement programs as directed by the Office of Student Activities and SGA.
- Elect Officers that must include President and Treasurer
- Complete 4.0 hours/semester community service.
- Have at least one member be part of the SGA senate.

“Every person is a door to a different world.”
~Movie, 6 Degrees of Separation~
STUDENT ACTIVITIES FORM

HOW TO...Start a New Club

Step 1  At the Student Activities Office, Room 519, in the Student Center, obtain, complete and return an Meetup Form. Students wishing to form a new club on campus must hold TWO initial meetings for recruitment and to gauge campus interest.

Step 2  After an evaluation of the interest generated from the meetings, get an idea of who might be willing/able to serve as officers for the club, and secure the interest of an advisor.

Step 3  Draft your club’s constitution. All student clubs at TC3 must have a constitution. (There is a sample constitution provided in this packet.) Submit your draft constitution to the Director of Student Activities, either electronically or in paper form.

Step 4  After you have drafted your club’s constitution, it must be reviewed by the Director of Student Activities. The Director will work with you to critique it and be sure that it is in compliance with the accepted standards. Once approved, the Director of Activities will give you the rest of your Club Registration Forms.

Step 5  Complete the Club Registration Forms. You need to submit:
- Final version of the Club Constitution (which has been pre-approved by the Director of Student Activities.)
- Executive Board Roster
- Advisor Agreement

Step 6  When you return your forms, schedule a meeting between the group executive board and the Director of Student Activities. At the meeting, you will discuss the club’s organizational goals and be introduced to the resources available in the Student Center for all clubs.

Step 7  Congratulations! You’re a new student club at TC3! Now get to work!! 😊

FORMS YOU NEED: MeetUp Request Form, Constitution Template, Executive Board Roster, Advisor Agreement

“A lot of people NEVER USE their initiative because no one TOLD them to”
- Banksy
HOW TO...Register a Club Each Semester

Step 1  Advisors and/or any available students must participate in the GET CONNECTED Fair for the purpose of recruiting new members. At the beginning of each semester, the club advisor will be emailed the date of the fair and asked to confirm the club’s participation.

Step 2  Club Officers should request a room for the club’s weekly meeting by sending an email to the Student Activities Office (cmg022@tompkinscortland.edu) and cc’ing the club advisor. Clubs should hold their first meeting and select officers according to the process described in their constitution.

Step 3  Club Officers, once selected, must submit the EXECUTIVE BOARD ROSTER. Each club is required to have a President and a Treasurer, but other officers can be selected per club needs. All officers must be taking a minimum of 6 credits on the Dryden campus, have matriculated status, and have paid the student activity fee.

Step 4  Every club should also review the club’s constitution and document any changes by submitting a new CONSTITUTION TEMPLATE if needed.

Step 5  The Club President and the Advisor must review and sign the ADVISOR AGREEMENT form and submit it to the Office of Student Activities.

Step 6  Club officers should sign up for a meeting with staff in the Office of Student Activities. At this meeting, clubs should be prepared to discuss planned programs and activities, ask any questions about policies and forms, and request specific training.

END OF SEMESTER REPORTS
Each semester, the listed club officers will receive a link to an online form. Each club is required to submit this end-of-semester-report electronically for the following semester.

FORMS YOU NEED: End of Semester Report.
CLUB OFFICERS: Be sure to check your TC3 email regularly – this will be the primary form of communication for important information from the Student Activities office!

HOW TO...Remain in Good Standing

Clubs should aim to be in good standing at all times. Only clubs deemed in good standing with the Student Activities office are eligible for funding from the Student Government Association (SGA). Club advisors and officers will be informed of a ‘bad standing’ status at the beginning of each semester.

For a Student Club to remain in GOOD STANDING, these guidelines will be followed:

1. **FALL & SPRING SEMESTER PAPERWORK:** turn in all required registration forms as requested at the beginning of each semester.
2. **PARTICIPATION IN FALL & SPRING FAIRS:** Each club is required to staff a recruitment table at the fair hosted by the Student Activities office at the beginning of each semester.
3. **HOST FALL & SPRING OPEN HOUSE:** Each club is required to staff an open house in the 3 weeks of the semester promoting the club for potential new members. Date/time/location should be submitted to the Student Activities Office at the beginning of each semester.
4. **FALL & SPRING OFFICERS MEETING:** The officers of each club are required to meet with staff in Student Activities at the beginning of every semester.
5. **PARTICIPATION IN CIVIC ENGAGEMENT:** All clubs are required to participate in at least 4.0 hours of civic engagement activity if requesting SGA funding. E-board must be present at minimum.
6. **LEADERSHIP TRAINING:** Club officers are expected to participate in any club officer trainings.
7. **SGA SENATE:** At least one member from the club is required to be on the SGA senate.
8. **END OF SEMESTER REPORTS:** Club officers are emailed an electronic link at the end of every semester so that they can provide a summary of club activities to the Student Activities Department. Each club is expected to complete the electronic report in the Fall and the Spring.

Be sure to remain in good standing so you are able to request SGA funding!
CLUBS & INACTIVE STATUS

A student club is deemed inactive with three consecutive semesters of any combination of the following:

- Lack of required paperwork on file
- Lack of events, programs, or regular meetings
- Lack of participation in civic engagement activities
- Lack of active members
- Notification of ‘bad standing’ for two consecutive semesters

To be reactivated, new members must go through the process for registering as if it is a new club.

Why should you be involved in a campus club?

Research shows that involvement in co-curricular activities is a key component to a student’s success.

- Offers opportunities to learn more about the campus, fosters connections to faculty and staff members, and builds loyalty to the campus
- Assists with meeting new friends and interacting with others
- Provides constructive co-curricular, social, and recreational opportunities.
- Compliments the classroom by allowing practical application of classroom concepts, theories, and principles.
- Enhances self-initiative, independence, responsibility, and time-management.
- Promotes the development of leadership skills, confidence in social skills,
- Provides practical experience in collaboration, teamwork, and being an effective group member.
- Presents opportunities for planning, managing and decision-making.

BONUS: all of the above are things your future employer is looking for!

Adapted from: http://www.cotc.edu/student-life/involve/Pages/WhyGetInvolved.aspx
Civic Engagement Requirements
We are strongly encouraging participation in some form of civic engagement as a club. At a community college, we have an important responsibility to give back to our Tompkins and Cortland communities. We also want every student at TC3 to learn the importance of giving back and being involved.

NOTE: Clubs that actively participate in some form of civic engagement will be given priority for travel and programming funding. Clubs wishing to start a new service initiative are eligible for up to $500 in starter funds.

The Office of Student Activities provides several easy opportunities for clubs to perform service right here on campus.

Listed below are some of our regular campus events and initiatives:

- CAMPUS BLOOD DRIVES
- VOTER REGISTRATION
- ANNUAL FOOD DRIVE

Participation in any and all of these events is required!
Information about how to get involved will be sent out in advance of each event.

TEAM BUILDING TIP: What a great way for your Executive Board to get to know each other – spend a day doing service together!
HOW TO...Plan a Program

PROGRAM PROPOSAL FORM
Each time your club plans a program, you will need to submit a PROGRAM PROPOSAL FORM. If you are seeking funding for your program from SGA or need to access Club funds, then you will need to also complete the PROGRAM FUNDING PORTION.

This form is due THREE WEEKS before your event date!!!

Reserving the Space
When you submit the PROGRAM PROPOSAL FORM, it will act as the official request of your program space in the Student Center. HOWEVER, spaces like The Forum and the Student Center are in high demand so, to place a hold on a space for a program, you can send an email to cmg033@tompkinscortland.edu and we’ll save it for you if it’s available while we wait for the form to be completed with your event details.

Requests for use of any of the space in the athletic facility must also be coordinated with the Athletics Facility and Events Coordinator. We’ll make these contacts for you when you turn in your form.

Ordering Food
All food must be ordered from American Food & Vending. When your program proposal form is approved, staff in Student Activities will submit an online Catering Request form on your behalf.

Campus Police
You may be required to request the presence of Public Safety at your event. If this is the case, the office of Student Activities will work with Public Safety to provide the necessary staffing. Events that will require the presence of Public Safety include, but are not limited to:
1. If you anticipate more than 100 people in attendance
2. You require cash protection
3. This is classified as a late night event – end or clean-up time is scheduled for after 11pm

A/V Services
Please document any needs for technology or audio-visual equipment on the form. The Tech Support staff will provide this service for you as part of your room reservation at no cost.

Performer or speaker contracts
Any contract for services (speakers, entertainment) with a non-campus vendor must be reviewed and signed by the Director of Student Activities at least two weeks in advance of the program.

Funding Criteria
SGA will fund up to a maximum of $2000 per program. Event Criteria: is it open to all TC3 students, is it aligned with the mission of the club, was it successful in the past or is it a new event?
WHEN TO...Use the Program Proposal & Funding Form

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<tr>
<th>USE THE FORM IF:</th>
<th>YOU DON’T NEED THE FORM IF:</th>
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<tr>
<td>• You have a contract with a speaker or a performer</td>
<td>• It is a no cost event, or</td>
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<td>• You are requesting money from SGA</td>
<td>• It costs under $100 and you are using club revenue to cover the costs</td>
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<td>• It is a program outside of your regular meeting time</td>
<td>• It’s a program that takes place at your regular meeting</td>
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<tr>
<td>• You are planning to hold it in the Forum, Student Center, or Athletic Facility</td>
<td>**Remember to report ALL club events/programs on the End of Semester reports!</td>
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<td>• Your event costs over $100</td>
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**Bake, Merchandise Sales**

Sale of food items may not take place in the cafeteria or fireside café

Bake sales may be scheduled for the front lobby of the main building. Student club members may request this space by e-mailing cmg033@tompkinscortland.edu and copying your advisor on the email. Please include the date you are interested in and the hours you will be operating. Your request should be made at least three days in advance of the sale. Advisors may also request this space using the same procedure. There are specific policies in place for the operation of bake sales on campus.

A cash box can be made available through Student Activities if requested at least 24 hours in advance. The box will have ample supply of coins and bills and must be returned immediately at the conclusion of the sale.

Bake Sales are for baked or packaged goods only. Recognized organizations are permitted to reserve space and offer foods that are not “potentially hazardous.” Avoid ingredients that are subject to spoilage.

“Potentially hazardous” foods means any food that consists in whole or in part of milk/milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, cooked potato, cooked rice or other ingredients including synthetic ingredients, in a form capable of supporting:
1. rapid and progressive growth of infectious or toxigenic microorganisms or
2. the slower growth of C. botulinum.
Electrical appliances and extension cords are not permitted to be used during any type of sales.

The table for sales held in the front lobby can be found underneath the main lobby staircase. It is the group’s responsibility to take the table out and to return it at the conclusion of the sale. There will be one 8 ft. and one 6 ft. table available for use.

The deposit from proceeds of the sale must be made within 24 hours of the sale. The deposit should be made in the Office of Student Activities.

**FOOD AT EVENTS & MEETINGS**

American Food & Vending has contracted with the College and has the exclusive right and/or right of first refusal with several exceptions to operate all college related and catered services on campus, including food vending services.

**IF YOU WANT FOOD AT YOUR PROGRAM – COMPLETE THE FOOD SECTION ON THE PROGRAM PROPOSAL FORM.**

**IF YOU WANT FOOD AT A MEETING – HAVE YOUR TREASURER COMPLETE THE GENERAL FUNDING REQUEST FORM.**

On the form please be sure to have details about your event: confirmed date, time, location, attendance, budget figures and menu ideas. Catering menus and costs will be generated through American Food and Vending. They can create special and ethnic menus/meals and will work with groups on menus designed to fit within a budget.

If American Food cannot meet your special food/beverage requirements, permission may be granted to use an off campus caterer. The off campus Caterer must provide a copy of their caterer’s license/permit and communicate with the on-campus American Food and Vending manager regarding expectations and guidelines. **This must be done no later than seven days prior to the event or activity. Failure to do so will result in an event without food.** The caterer as a licensed food vendor will serve food that has been prepared in a kitchen certified or licensed by the local Health Department. Homemade prepared items are not permitted to be served to the general public.

At a club meeting where the participation is limited to the membership, food can be brought from home. Permissible items include home baked goods, pre-packaged snack goods, bottled soda, water, juices, doughnuts and items that do not contain ingredients subject to spoilage.

*For non-catered events, all food and related items must be cleaned up and disposed of immediately after the event by the group or the group will be subject to a cleaning fee.*
## HOW TO...Travel as a Group

| STEP 1 | Submit the **TRAVEL PROPOSAL & FUNDING REQUEST FORM**  
Please note, these forms must be submitted at least three (3) weeks prior to your trip.  
**LATE REQUESTS WILL NOT BE CONSIDERED.** |
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<tr>
<td>STEP 2</td>
<td>Submit a copy of your trip itinerary as well as any documents that support your funding request (i.e. hotel room rates, proposed airfare rates, etc.) to the Student Activities Office.</td>
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<tr>
<td>STEP 3</td>
<td>The Student Activities office and the SGA Budget &amp; Finance committee will review all travel and funding requests and notify you within one week of your submission date. The SGA committee only meets once per week, and your request will be reviewed at the next available meeting.</td>
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<td>STEP 4</td>
<td>When your request is approved, you will receive an email from the Assistant Director of Student Activities to set up an appointment. At this meeting, be prepared to provide all backup documentation, make final purchase and reservations, and confirm travel details.</td>
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<tr>
<td>STEP 5</td>
<td>Complete <strong>FINAL TRAVEL ROSTER</strong>, any required <strong>PERSONAL VEHICLE FORMS</strong>, your <strong>TRIP CHAPERONE AGREEMENT</strong>, and <strong>TRIP PARTICIPATION FORMS</strong> from each person traveling.</td>
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It is preferable for a club to pick one point person to handle all club travel arrangements, complete all the paperwork, and follow through on any additional requests for information. It is helpful if this person is either the club treasurer or the student that is coordinating the trip for the group. **It is not appropriate for the advisor to complete these forms.**

Please also refer to the FSA of TC3 Financial Procedures manual for additional important financial procedures and details.
TRAVEL TIPS AND TIDBITS:

FUNDING CRITERIA:

The Budget and Finance committee of SGA will meet weekly with staff from the Office of Student Activities to review all travel requests. The following criteria are used to determine the level of funding allocated:

1. The number of students participating on the trip
2. Trip location and distance from Dryden, NY
3. The description of the trip’s connection to the club’s mission
4. If anyone in the group is representing TC3 in an official capacity or presenting a workshop at a conference
5. The number of students returning to TC3 for future semesters

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<tr>
<th>ADVISOR FUNDING:</th>
<th>Student Activities/SGA will cover the cost of one (1) advisor per trip at 100%. Please document all expenses associated with the advisor’s participation on the ADVISOR section of the TRAVEL FUNDING REQUEST FORM. Additional Advisors attending must secure other funding to participate.</th>
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<tr>
<td>SGA FUNDING :</td>
<td>SGA will only fund the following items:</td>
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<td>• Transportation costs (vans, airfare, bus, charters, etc.)</td>
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<td>• Hotel costs</td>
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<td>• Registrations and/or admissions fees</td>
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<tr>
<td>CLUB REVENUE:</td>
<td>Club revenue is either rollover dollars, monies generated from a fundraiser, or a per person fee that you charge each person participating on the trip.</td>
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<td>Club revenue can be used to cover any other costs associated with the travel.</td>
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ACADEMIC AND JUDICIAL STANDING:

Please note that the Office of Student Activities and the Office of Campus Police will use the provided travel roster to verify the academic and judicial standing of all participants. Students not meeting standards will be contacted by either department directly and may not be able to participate on the trip.
HOW TO...Promote your Organization

| THE HUB/TABLING | We also help to manage the TC3 Student Life Facebook account and post information there regularly. We can include information about your club events if you email the details to cmg033@tompkinscortland.edu at least a week before the event. 


| THE HUB/TABLING | Sitting at a table in a high traffic area is a great way to generate interest in your club, recruit new members, and promote your programs. Our min-lounge in the lower brick area of the cafeteria will give you great exposure for recruiting new members!  

Please send requests for tabling to cmg033@tompkinscortland.edu with the date and time and a brief description of whether you’re recruiting new members or promoting a program.  

| FLYERS/BULLETIN BOARDS | There are bulletin boards in the main building, extension centers, and residence halls. Bring your poster to the Student Activities Office to get approved and we will post it for you. If you are creating your own poster:  

- Posting should be 8 ½ x 11  
- Posting should be turned in at least 3 days before you want the poster hung.  
- We need 8 copies for bulletin boards on campus, additional copies for the Student Center.  

If there is enough notice, Marketing and Communications can design a poster for you. This can take up to one month to get on the schedule.  

Posters, advertisements, etc., should only be placed in the designated areas of the campus. No posting is permitted on painted, wooden or glass surfaces or on bathroom walls or partitions. Cleaning staff is instructed to remove any postings which are not in approved areas.  

Blanket leafleting of the parking lots is prohibited. Chalking the campus is prohibited.  

Only on-campus clubs and departments are permitted to leaflet the tables on campus. Flyers are permitted on the dining hall tables but they will be removed at the end of each day. |