



**ASCOCC**

**STUDENT GOVERNMENT**

# **Student Clubs & Programs Handbook**

## **2018 - 2019**

**Associated Students of Central Oregon Community College**

TEL: 541-383-7595 | 2600 N.W. College Way, Bend, OR 97701

Revised September 2018



## **Eligible Student Organization Requirements**

### **Overview: Starting or Renewing an ASCOCC Student Organization**

1. Organize four currently enrolled, credit seeking COCC students as charter members.
2. Recruit a COCC staff or faculty member advisor.
3. Complete the provided New or Renewing Club Form.
4. Submit all necessary documents to ASCOCC for approval.
5. Get a signature from an ASCOCC Council member to confirm your establishment.
6. Adhere to all requirements & policies of eligibility.

### **Renewing an Existing/Forming a New Student Organization**

#### **A. Documentation (ALL CLUBS):**

Submit these completed forms (New or Renewing Club Form) to the ASCOCC office for approval by 4pm on the date of the following established deadlines:

Fall Term: 2<sup>nd</sup> Friday of the term

Winter Term: 1<sup>st</sup> Friday of the term

Spring Term: 1<sup>st</sup> Friday of the term

If your organization wishes to renew for the following year, you are required to fill out the New or Renewing Club Form during the Spring Term of the current year. This helps us get an idea of how many clubs we will have for the following year, and how we should allocate funds accordingly. The cutoff date for the reapplication process is the second to last Friday of Spring Term. Once you are approved to be a club/organization for the following year, you can also apply for discretionary funds during the summer if your organization chooses to be active during the summer.

*Please note: Paperwork submitted after the posted deadlines each term may be considered for the following term. Organizations approved mid-term will receive prorated funding amounts based upon how many weeks are left in the term. Organizations will not be allocated funding for summer term.*

#### **B. Club Activity Requirements (ALL CLUBS):**

- a. **Club meeting** – At least three per term is required.  
Complete a Meeting Sign-In Sheet for each meeting and submit within 2 weeks of meeting date with the accompanying agenda. See pg. 11 for associated form.  
***A regular club meeting is an official meeting of the student organization that has an agenda and for which the purpose is to discuss the business of the club. Regular meetings must be open to all currently enrolled, credit seeking COCC students. Please note that recruitment activities and events are not considered regular club meetings, nor are classes or other activities which are part of a course curriculum. Student organizations must be separate from, and operate independently of, classes and***



***degree programs. Enrollment in a class or degree program does not automatically make you a member of a student organization.***

b. **Recruitment Activity** – At least one per term is required.

Complete a Recruitment Activity Summary form and submit within 2 weeks. See pg. 12 for associated form. Some examples are shown below.

- Tabling in Campus Center Building or other approved area – room request may be required in advance. See pg. 5 for “How to Make Requests.”
- Bobcat Orientation – Table at Student Organizations Fair (these are a great way to get the word out about your organization to new students).
- Class Presentation or other informational or promotional activity, etc.

c. **Annual Event Requirements (ESTABLISHED CLUBS ONLY)**: Each club is required to

conduct or participate in one annual event. This event should be open to the public and provide a positive and/or educational service to the entire campus community and/or the community at large. Please take this opportunity to give back to the students, who are funding your organization. Below are some suggestions for what would constitute an annual event, but do not feel that you are restricted to these suggestions. Please feel free to be creative and come up with something new and fun. Please submit one Event Summary for every event within 2 weeks of the event date. See pg. 9 for associated form.

- Organize and/or participate in a community service project, organize a workshop or conference, organize a college event or program, etc. Be the force of positive impact on your college and community.

C. **Annual Budget (ALL CLUBS)**: Keep in mind that student fees pay for the funding of student organizations (with the exception of fundraised amounts) and we ask you to be mindful of this when planning and executing expenditures. We expect student clubs and organizations to use their money responsibly and in a way that gives back to the student body and/or the community. Expenditures which we feel are solely for the benefit of the club/organization and do not appear to benefit the student body at large, or the community, may be denied. We, of ASCOCC- your student council, are responsible to the student body to ensure that these funds (paid for by the student body) are administered properly.

- Student organization budgets are subject to review & approval by the ASCOCC council; student organizations have the opportunity to submit funds requests for items not listed in their annual budget or for events that surpass their annual budget. See pg. 10 for associated form.
- Funds are not allocated for summer term. If organizations would like to continue to operate during summer term, sign-in sheets and agendas must be turned in to ASCOCC. Any funding requests for summer term would be subject to council approval as discretionary funds requests.
- **Clubs that spend in excess of approved budget amounts will be penalized, either through a loss in tier status or deduction from next year’s budget, and will be placed on probation.**



## Other Requirements

- **Prior to, or at the time of submitting the annual New or Renewing Student Organization Request Form:**  
We ask that you schedule a face-to-face meeting so that we can get to know you and address any questions you may have. Please email for appointment requests at least 48 business hours in advance. [ascocc.affairs@cocc.edu](mailto:ascocc.affairs@cocc.edu)
- **Each Club President and/or advisor must meet with the ASCOCC Director of Student Affairs before receiving any funds:** The meeting covers what paperwork must be completed in order to retain the same tier status for the following year (if an organization wishes to renew). It also covers what requirements must be met throughout the year in order to remain an active club. Any organization that doesn't attend a meeting once becoming a club will not receive any funds until the Club President/Advisor attends a meeting. Meetings can be easily scheduled by contacting the ASCOCC Director of Student Affairs at [ascocc.affairs@cocc.edu](mailto:ascocc.affairs@cocc.edu).
- **All club expenses must be accompanied by a Request for Payment form. All purchases must be approved by ASCOCC before they are made:** Payments will not be processed without all required paperwork attached. Allow 2 weeks for processing. See pg. 10 for the associated form. **You must keep receipts/invoices** (if you have them yet) **and submit them with your request!**
- **Costco** – Request must be received prior to purchase. Purchases require ASCOCC Costco Membership Card & ASCOCC Check under \$500.

## Student Organization Funding

### **Developing Student Organization Funding**

Established for under a complete year and/or have less than five active student club members during regular club meetings each term.

- Annual Funding for clubs developed each term:
  - Fall Term Application: \$400 for year
  - Winter Term Application: \$267 for year
  - Spring Term Application: \$133 for year

### **Established Student Organizations Funding**

Established for over a complete year and have five or more active members during regular club meetings each term.

- Renewing Student Organization Request Form & Annual Budget Form (pages 6, 7 & 8) - please submit by 4pm on the second Friday of fall term to secure funding level for the year.

Tier One: \$600

- 5-7 active members

Tier Two: \$1200

- 8-14 active members

Tier Three: \$1800

- 15-25 active members

Tier Four: \$ 2400

- 26-35 active members

Tier Five: \$3000

- 36 or more active members



**All clubs please note:** active membership counts will be determined and verified by ASCOCC from each organization's regular meeting sign-in sheets (please include meeting agendas). The average number of active members that attend regular club meetings during each term will constitute the active membership. Student organization membership may not be incentivized. Student organizations should be geared toward fostering student success. Student organizations are meant to be a way for students to connect with their school and with their fellow students, and learn skills which will be of benefit to them in their future careers. We hope that all student organizations are operated in a spirit of honesty, open-mindedness and good will, and are operated in a way that benefits the student body at large and/or the community.

### **Annual Funding, Tiers and Advancement**

Each organization may advance no more than two tiers per year; advancements are approved by the ASCOCC council based upon the following requirements:

- All official recognition eligibility requirements are met and maintained throughout the year.
- Active club membership within the established tier guidelines is met during at least 3 regular meeting of each term for the year. **An ASCOCC representative will attend one regular meeting per term for each club Tier 3 and above to verify active membership counts. You must notify ASCOCC of meeting times and days so that we may attend; failure to provide us with this information may result in a loss of tier status.**
- All required paperwork throughout the year is completed and submitted to ASCOCC.

**Other funds (known as discretionary funds) are available to Student Organizations.** These funds are subject to ASCOCC approval. If you have budget needs or requests for funds beyond what is allocated in your annual funding, discretionary funds can be accessed (with ASCOCC approval). If your organization would like funding during summer term, these discretionary funds can be accessed for events and activities during summer term (with ASCOCC approval).

### **Other Important Information**

- **To meet with the Director of Student Affairs** – Please email for appointment requests at least two business days in advance, immediate appointments are not guaranteed. [ascocc.affairs@cocc.edu](mailto:ascocc.affairs@cocc.edu). Please understand if you do not hear back right away we are students and may be very busy, or have been out of the office.
- **Catering** – All on-campus catering for ASCOCC organizations is required to go through Sodexo using “Shoestring Catering”. Allow 2 weeks for processing, ASCOCC approval required.
  1. Complete the Sodexo Shoestring Catering Order Form: [http://www.cocc.edu/uploadedfiles/departments\\_/student\\_life/ascocc/council/shoestring%20catering%20order%20form.pdf](http://www.cocc.edu/uploadedfiles/departments_/student_life/ascocc/council/shoestring%20catering%20order%20form.pdf)
  2. Fill out the **Request for Payment Form** (page 10) with shoestring order- submit to ASCOCC. We will verify the order and submit the order to Sodexo.
  3. We will respond to you with order confirmation.
- **Flyers** - Email flyers and printing requests to the ASCOCC Director of Student Affairs, [ascocc.affairs@cocc.edu](mailto:ascocc.affairs@cocc.edu).



- **Room Reservations** – Email requests to the Director of Student Affairs at least one week (two is better) in advance for standard events. For events with anticipated attendance of more than thirty guests, please submit requests at least thirty days in advance. Reservations are not guaranteed.
- **Facebook Postings** – Submit Facebook posting requests to the ASCOCC Student Body President, [ascocc.president@cocc.edu](mailto:ascocc.president@cocc.edu).
- **Vehicle Rentals** – Contact [ascocc.legislative@cocc.edu](mailto:ascocc.legislative@cocc.edu).
- **Additional Funds** – For funds not listed in the submitted annual budget, or for funding beyond that listed in the annual budget: file a payment request form and select-“Not specified in submitted Annual Budget, additional funding required.” See pg. 10 for associated form. You will attend a council meeting and present your request to the council for approval.
- **Professional Development Funds** – Pick up request forms at the ASCOCC office, CCB 207.
- **Other** – Email the Director of Student Affairs regarding all request types not otherwise specified, [ascocc.affairs@cocc.edu](mailto:ascocc.affairs@cocc.edu).

### **ASCOCC Club Resources**

**The following resources are available to all clubs *free of charge*.**

- ASCOCC office workroom; Campus Center Building, 207 – Meetings of 12 individuals or fewer. Please submit a room request, by email or in person, in advance.
- ASCOCC office storage space; Campus Center Building, 207 – Store club items, locking storage available upon request.
- Recruitment & Promotion
  - Black & white printing, campus-wide flyer distribution
  - Button making machine & supplies
- Miscellaneous
  - Cash box, cashing calculator; label maker and arts & crafts supplies
  - Portable table and/or chairs; plates, cups, napkins, & silverware
  - Popcorn Machine (2), available upon event request