



ASCOCC

STUDENT GOVERNMENT

Student Organizations Policies & Procedures 2014 – 2015

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Eligible Student Organization Requirements

Overview: Starting or Renewing an ASCOCC Student Organization

- Read the Student Organizations Policies & Procedures.
- Organize four currently enrolled, credit seeking COCC students as charter members.
- Recruit a COCC staff or faculty member advisor.
- Complete the provided New or Renewing Club Form & Annual Budget Form.
- Submit all documents, as necessary, to ASCOCC for approval by established deadlines.
- Adhere to all requirements & policies of eligibility.

Maintaining Annual Funding and Official Recognition Eligibility

1. Documentation (ALL CLUBS):

Submit as necessary, to the ASCOCC office of the Director of Student Organizations & Events for approval by 4pm on the date of established deadlines. *Please note: paperwork that is submitted after the posted deadline will be considered for review for the following term.*

- Annual New or Renewing Student Organization Request Form & Annual Budget (once per annum per organization):
Fall Term: October 31
Winter Term: 2nd Friday of the term
Spring Term: 2nd Friday of the term
Summer Term: Requests not accepted
- Request for Payment & accompanying documents – Allow 2 weeks for processing.
- Event Summary & accompanying documents – Within 2 weeks of event date.
- Meeting Sign-In Sheet & accompanying documents – Within 2 weeks of meeting date.
- Recruitment Activity Summary & accompanying documents – Within 2 weeks of activity date.

2. Club Activity Requirements (ALL CLUBS):

- **Club meeting** – At least one 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. 13 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 open to **all** currently enrolled, credit seeking COCC students. Please note that recruitment activities and events are **not** considered regular club meetings.*
- **Recruitment Activity** – At least one per term is required.
Complete a Recruitment Activity Summary and submit within 2 weeks of activity & accompanying marketing materials. See pg. 14 for associated form.
 - Tabling in Campus Center Building or other approved area – room request may be required in advance. See pg. 7 for “How to Make Requests.”
 - Bobcat Orientation – Table at Student Organizations Fair
 - Class Presentation
 - Posters or other approved advertisements including Facebook posting on COCC or ASCOCC pages. See pg. 7 for “How to Make Requests.”



3. Annual Budget (ALL CLUBS):

- Submit a line item budget for the year that includes details as to how the student organization plans to spend all ASCOCC allocated funds for the year. This *does not* include funds that clubs anticipate raising or having donated, such funds are separate from a club's budget and are not reviewed by ASCOCC as a part of the annual budget. *Annual Budget approval is required to access club funds.* See pg. 10 for associated form.
- Subject to the 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 items that surpass their annual budget. See pg. 12 for associated form.

4. Event Requirements (ESTABLISHED CLUBS ONLY):

Each club is required to conduct or participate in *at least* one of the following types of events annually, submit one Event Summary for *every* event within 2 weeks for event date & accompanying documents. See pg. 11 for associated form.

- Community service project
- Bobcat Orientation – Student Session Leader Volunteers
- Organize a fundraiser
- Organize a workshop or conference
- Organize a college event or program

All clubs please note: failure to complete any of the above applicable requirements by the posted deadlines may result in a loss of current club tier status subject to the review and discretion of ASCOCC Council. Clubs that do not meet the above requirements throughout the duration of the year may be required to apply for official reinstatement at the “New/Developing” student organization level, including funding, for the following year.

Other Requirements

- **Prior to submitting the annual New or Renewing Student Organization Request Form & Annual Budget Form:**

At least one club representative will attend the annual fall term Student Organizations Policies & Procedures Workshop and will review annual paperwork with the Director of Student Organizations & Events. Date & time TBD annually.

-OR-

At least one club representative will schedule and attend a meeting with the Director of Student Organizations & Events to review annual paperwork. Please email for appointment requests at least 48 business hours in advance, immediate appointments are not guaranteed. ascocc.programs@cocc.edu

- The Director of Student Organizations & Events will arrange for an official ASCOCC representative to attend at least one meeting for every organization each school year. Submit all meeting times, dates, & locations and updates within 2 weeks of the change.
- **All club expenses must be accompanied by a Request for Payment form.** Payments will not be processed without all required paperwork attached. Allow 2 weeks for processing. See pg. 12 for the associated form. *Please note: ASCOCC encourages all organizations to utilize the following payment options in the following order of preference:*

1. Check – Invoice Required
2. ASCOCC Visa – Under \$500 per transaction
3. Purchase Order – Estimate Required
4. Petty Cash – Under \$50 per transaction
5. Reimbursement – Receipt Required

Costco – As needed, 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 club members during regular club meetings each term. Regular meetings *do not* include recruitment activities or events. Active members are *currently enrolled, credit seeking COCC students* that attend at least 1 regular club meeting each term.

- Annual New or Renewing Student Organization Request Form & Annual Budget Forms are accepted prior to the following deadlines each term (only one submission required annually):
 - Fall Term: October 31
 - Winter Term: 2nd Friday of the term
 - Spring Term: 2nd Friday of the term
 - Summer Term: Requests not accepted

Please note: Paperwork that is submitted after the posted deadlines each term will be considered for the following term.

- Annual Funding for clubs developed each term:
 - Fall Term Application: \$400 for year
 - Winter Term Application: \$300 for year
 - Spring Term Application: \$200 for year
 - Summer Term: Funding not allocated

Established Student Organizations Funding

Established for over a complete year and have five active members or more during regular club meetings each term. Regular meetings *do not* include recruitment activities or events. Active members are *currently enrolled, credit seeking COCC students* that attend at least 1 regular club meeting each term.

- Renewing Student Organization Request Form & Annual Budget Form must be submitted by 4pm on October 31 to secure funding level for the year. *Please note: for paperwork submitted after 4pm on October 31, without an approved extension from the Director of Student Organizations & Events, funding will be reinstated at the developing student organization level for remainder of the year.*

Tier One: \$800

- 5-10 active members

Tier Two: \$1500

- 10-25 active members

Tier Three: \$2300

- 25-50 active members

Tier Four: \$ 3600

- 50-75 active members

Tier Five: \$4700

- 75+ active members

All clubs please note: active membership counts will be determined by ASCOCC from each organization's regular meeting sign-in sheets that are submitted within two weeks of the meeting date with the accompanying agenda. 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 *open to all currently enrolled, credit seeking COCC students*. Regular meetings *do not* include recruitment activities or events. Active members are *currently enrolled, credit seeking COCC students* that attend at least 1 regular club meeting each term. The highest numbers of active members that attend a regular club meeting each term fall, winter, and spring; will constitute the annual active membership. Student organization membership may not be incentivized.



Annual Funding Tier Advancement

Each organization may only advance one tier per year; advancements are approved by the ASCOCC council based upon the following schedule and requirements.

- Fall 2014 – Fall 2015
- Winter 2015 – Fall 2016
- Spring 2015 – Fall 2016
- 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 one regular meeting of each term for the year. Regular meetings *do not* include recruitment activities or events. Active members are *currently enrolled, credit seeking COCC students* that attend at least 1 regular club meeting each term. The highest numbers of active members that attend a regular club meeting each term fall, winter, and spring; will constitute the annual active membership.
- All required paperwork throughout the year is completed and submitted to ASCOCC by established deadlines.
- One member must attend at least one ASCOCC council meeting per term or have five members attend an ASCOCC sponsored event per term for fall, winter and spring terms.

Student Organizations Annual Budgets

Established Organizations	Annual Budget 2014-2015	Developing Organizations	Annual Budget 2014-2015
African American Heritage Club	\$ 800	Addiction Studies Club	\$ 400
American Sign Language Club	\$ 800	American Association of University Women	\$ 400
Aviation Club	\$ 2300	Art Club	\$ 400
Central Oregon Psychology Enthusiasts	\$ 3600	Asian Club	\$ 400
Criminal Justice Club	\$ 4700	Comedy Club	\$ 400
Culinary Club	\$ 2300	Cru Lifelines	\$ 400
Drum Club	\$ 800	Exercise Science Club	\$ 400
First nation Student Union	\$ 1500	Gaming Club	\$ 400
Garden Club	\$ 2300	Gay Straight Alliance	\$ 400
Latino Club	\$ 1500	Geo Information Tech Systems Club	\$ 400
Massage Therapy Club	\$ 1500	Historical Club	\$ 400
Nursing Club	\$ 2300	Math LOCO	\$ 400
Theatre Troupe	\$ 800	Media Art Radio Club	\$ 400
Titlakawan Aztec Dance	\$ 800	Military Science Club	\$ 400
Truth Seekers	\$ 2300	Moms and Dads on Campus	\$ 400
Veterinarian Tech Club	\$ 800	Philosophy Club	\$ 400
		Princeville Business Club	\$ 400
		Tai Chi Club	\$ 400
		Veterans Advisory Club	\$ 400



Award Funding Opportunities

All official ASCOCC Organizations are eligible for the following award opportunities.

Awards

- Club of the year: \$500 (one award per year)
- Best event of the term: \$100 (3 awards total per year)
- Best recruitment activity of the term: \$100 (3 awards total per year)
- Annual Thanksgiving Food Drive: The club with the most donations within each tier & amongst developing organizations will receive \$100 (6 total awards)

Awards are determined based upon ASCOCC council review & vote of the following criteria;

- All Official Recognition Eligibility requirements are met and maintained throughout the year.
- Detailed review of the following areas:

Club of the Year	Best Event of the Term	Best Recruitment Activity of the Term
<ul style="list-style-type: none"> • Event & Recruitment Activity summaries & accompanying documents. • Overall marketing utilization. • Campus/community attendance, outreach & involvement. • Impact on campus, community, and student organization; time & energy, volunteer involvement, content etc. 	<ul style="list-style-type: none"> • Event Summaries & accompanying documents. • Overall marketing utilization. • Campus/community attendance, outreach & involvement. • Impact on campus, community, and student organization; time & energy, volunteer involvement, content etc. 	<ul style="list-style-type: none"> • Recruitment Activity Summaries & accompany documents. • Overall marketing utilization. • Impact on campus, community, and student organization; time & energy, volunteer involvement, content etc.

Other Funds Available to Student Organizations upon request by ASCOCC Council approval.

Budget	Annual Budget
Professional Development Fund	\$ 15,000 - \$200 per person or \$1200 per club maximum.
Discretionary Fund – Established Organizations	\$ 1500 total for all organizations.
Discretionary Fund – Developing Organizations	\$ 2300 total for all organizations.



Other Important Information

How to Make Requests

- **A meeting with the Director of Student Organizations & Events** – Please email for appointment requests at least two (2) business days in advance, immediate appointments are not guaranteed. ascocc.programs@cocc.edu
- **Catering** – All on campus catering for ASCOCC organizations is required to go through Sodexo using “Shoestring Catering.”
 - i. Complete the Sodexo Shoestring Catering Order Form: http://www.cocc.edu/uploadedfiles/departments/_student_life/ascocc/council/shoestring%20catering%20order%20form.pdf
 - ii. Email completed order form to Mary Sossaman, food services director, msossaman@cocc.edu
 - iii. Approve received catering estimate with club members. Reply to Mary Sossaman, msossaman@cocc.edu, to confirm approved catering and copy the confirmation email to the Director of Student Organizations & Events, ascocc.programs@cocc.edu
 - iv. Pick up catering at prearranged time.
- **Flyers** - Email flyers and printing directions to the ASCOCC Director of Public Relations, ascocc.pr@cocc.edu. Copy email to the Director of Student Organizations & Events, ascocc.programs@cocc.edu. *Please note: ASCOCC will provide all official organizations with black & white copies free of charge. All color copies will be billed to the requesting club at a rate of \$0.20 per page. Allow up to two (2) weeks for processing and distribution.*

Send requests for flyer design assistance to ASCOCC Director of Public Relations, ascocc.pr@cocc.edu.
- **Room Reservations** – Email requests to the Director of Student Organizations & Events at least one (1) week in advance for standard events. For events with anticipated attendance of more than forty (40) guests requests must be submitted thirty (30) days in advance. Reservations are not guaranteed.
- **Facebook Postings** – Submit Facebook posting requests to the ASCOCC director of Public Relations, ascocc.pr@cocc.edu.
- **Vehicle Rentals** – Contact Taran Smith at tunderdal@cocc.edu
- **Additional Funds** – For items & events etc. not listed in the submitted annual budget or for funding beyond that outlined for items & events listed in the annual budget. File a payment request form and select “Not specified in submitted Annual Budget, additional funding required.” See pg. 12 for associated form.
- **Professional Development Funds** – Pick up request forms at the ASCOCC office, CCB 207.
- **Other** – Email the Director of Student Organizations & Events regarding all request types not otherwise specified, ascocc.programs@cocc.edu.



ASCOCC Club Resources

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

- ASCOCC office work room; Campus Center Building, 207 – Meetings of 20 individuals or fewer. Please submit a room request in advance, see pg. 7.
- ASCOCC office storage space; Campus Center Building, 207 – Store club items, locking storage available upon request.
- Recruitment & Promotion
 - Black & white printing, *color printing \$0.20 per page*.
 - Poster Development
 - Campus-wide flyer distribution
 - Button making machine & supplies
- AV Equipment – Valid student ID required.
 - Projector
 - HD Camcorder
 - Sony Digital Camera
 - Vivitor Digital Camera
 - Voice Recorder
- Miscellaneous
 - Cash Box
 - Cashiering Calculator
 - Label maker
 - Portable Table
 - Portable Camp Chairs
 - Flip Charts
 - Easel Stencils
 - Arts & Crafts supplies
 - Plates, cups, napkins, & silverware
 - Popcorn for events

ASCOCC Sponsored Events

All clubs & organizations will be notified in advance of all sponsored events & pertinent information.

- Bobcat Orientation
- Bowling Nights
- Blood Drives
- Ice skating
- Thanksgiving food drive
- Polar Plunge
- Fall voter registration
- Spring voter registration
- Valentine's Day Cup Cake Decorating
- Comedy Show
- MS Walk
- Farm Volunteer
- Winterfest Buttons
- Challenge Day
- Random Acts of Kindness
- Ticket Tuesday
- Cinco de Mayo
- Salmon Bake



Official ASCOCC use only.

Initials _____

NEW OR RENEWING STUDENT ORGANIZATION REQUEST FORM

Student Organization Name: _____ Year: _____

Description: _____

Club Website: _____

Student Contact Name: _____

Phone: _____ Email: _____

COCC Staff Advisor Name: _____

Student Organization Regular Meetings – For recurring meetings; please list the day of the week and the range of those dates.

Fall date(s): _____ **Winter date (s):** _____ **Spring date(s):** _____

Time: _____ **Time:** _____ **Time:** _____

Location: _____ **Location:** _____ **Location:** _____

Student Organization Term Recruitment (examples: tabling, Bobcat Orientation – Table at Student Organizations Fair, class presentations, posters, Facebook, etc.)

Fall Type: _____ Winter Type: _____ Spring Type: _____

Event for the year:

Please check the type of event/activity:

- | | |
|--|--|
| <input type="checkbox"/> Community service project | <input type="checkbox"/> Organize a fundraiser |
| <input type="checkbox"/> Bobcat Orientation – Student Session
Leader Volunteers | <input type="checkbox"/> Organize a workshop or conference |
| | <input type="checkbox"/> Organize a college event or program |

Name of activity/event: _____ Date (Month/Year): _____

By signing below, I agree that I have read, understand, and will abide the ASCOCC Student Organization Policies & Procedures, ASCOCC and COCC policies and procedures.

Name _____	Signature _____	Email _____
Name _____	Signature _____	Email _____
Name _____	Signature _____	Email _____
Name _____	Signature _____	Email _____
Advisor _____	Signature _____	Email _____

*****This form must be submitted with an accompanying Annual Budget Form.*****



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Annual Budget Form

Student Organization Name: _____ **Year:** _____

This budget *should not* include funds that clubs anticipate raising or having donated, such funds are separate from a club's budget and are not reviewed by ASCOCC as a part of the budget process.

Funding Tiers: Please select the one (1) appropriate tier for your organization from the published ASCOCC Organizations Budget on pg. 5 of the Student Organizations Policies & Procedures.

Developing Club Funding Tiers:

- Fall Term application: \$400 for year
- Winter Term application: \$300 for year
- Spring Term application: \$200 for year

Established Club Funding Tiers:

- Tier One: \$800
- Tier Two: \$1500
- Tier Three: \$2300
- Tier Four: \$3600
- Tier Five: \$4700

Regular Meeting Expenses (examples: pizza, beverages, plate, napkins, etc.)

Fall: \$ _____ Winter: \$ _____ Spring: \$ _____

For: _____ For: _____ For: _____

Meeting Expenses Total: \$ _____

Recruitment Expenses (examples: tabling, class presentations, posters, Facebook, etc.)

Fall: \$ _____ Winter: \$ _____ Spring: \$ _____

For: _____ For: _____ For: _____

Recruitment Expenses Total: \$ _____

Event Expenses (examples: decorations, speaker fees, catering, beverages, facility rental fee, rentals, advertising, travel, etc.)

Event Expenses Total: \$ _____

Miscellaneous Expenses (examples: copies, promotional items, candy, shirts, and logo items)

Miscellaneous Total: \$ _____

2014-2015 GRAND TOTAL: \$ _____

*****This budget must be equal to or less than that of the specified funding tier. Additional funding is not guaranteed and must be requested and approved separately. Please see pgs. 4 & 5 of the Student Organizations Policies & Procedures. *****



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Initials _____

Event Summary Form

Student Organization Name: _____ **Year:** _____

Please check type of activity/event:

- | | |
|--|--|
| <input type="checkbox"/> Community service project | <input type="checkbox"/> Organize a fundraiser |
| <input type="checkbox"/> Bobcat Orientation – Student Session
Leader Volunteers | <input type="checkbox"/> Organize a workshop or conference |
| | <input type="checkbox"/> Organize a college event or program |

Event Title: _____

Event Date: _____ **Time:** _____ **Location:** _____

Summary of Event: _____

Impact Statement: How did this event impact COCC students, the campus, community and your organization.

Event Expenses (examples: decorations, speaker fees, catering, beverages, facility rental fee, rentals, advertising, travel, and possibly income from fundraisers)

_____	_____
_____	_____
_____	_____
_____	Event/Activity Expenses Total: \$ _____
_____	Event/Activity Income Total: \$ _____

Marketing Materials:

Attach copies or photographs of marketing materials produced for this event.

- Attached Marketing Materials

Event Attendance:

COCC Students: _____ **COCC Staff:** _____ **OSU Cascades:** _____ **Public:** _____

Total Attendance: _____

*****Submit this form within 2 weeks of event date with accompanying marketing materials.*****



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Request for Payment

Student Organization: _____ **Year:** _____

Contact Regarding Request: _____ **Email:** _____

Reason for Payment: Select from submitted Annual Budget.

- Meeting
- Recruitment
- Event
- Miscellaneous: _____
- Not specified in submitted Annual Budget, additional funding or budget change required. (Request must be approved by the ASCOCC Council.)*

Payment Made To:

- COCC Student
- COCC Staff
- Non-Student
- Sodexo
- Off Campus Vender: W-9 may be required.

Payment Method:

- Check: invoice required (attach to this form).
- ASCOCC Visa (under \$500 per transaction): payment information required – vendor & items or services to be purchased (attach to this form).
- Purchase Order: estimate required (attach to this form).
- Costco: date needed _____
- Reimbursement: original receipt required, payment & itemized receipts required for credit/debit card reimbursements (attach to this form).
- Petty Cash (under \$50 per transaction): original receipt required (attach to this form).

Costco requests must be received prior to purchase. Purchases require ASCOCC Costco Membership Card & ASCOCC Check under \$500 per transaction.

Check payable to: _____

Mailing Address: _____

Check Amount \$ _____

- Mail Check to address listed above
- Pick up check from ASCOCC

*****Payments will not be processed without all required paperwork attached. Allow 2 weeks for processing.*****



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Initials _____

Organization Regular Meeting Sign-In Sheet

Date of Regular Meeting: _____

Student Organization Name: _____

	Printed Name	Email	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

*****Submit this form within 2 weeks of meeting date with accompanying agenda.*****



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Initials _____

Organization Recruitment Activity Summary

Date(s) of Activity: _____

Student Organization Name: _____

Please check type of recruitment:

- Tabling in Campus Center Building or other approve area.
- Bobcat Orientation – Table at Student Organizations Fair
- Class Presentation
Course: _____
- On Campus Posters
- Other approved advertisements:
Advertisement: _____
- Facebook posting: (Circle)
COCC
ASCOCC

Impact Statement: How did this recruitment activity impact COCC students, the campus, community, and your organization?

Marketing Materials:

Attach copies or photographs of marketing materials produced for any above selected recruitment activities.

- Attached Marketing Materials

*****Submit this form within 2 weeks of activity date with accompanying marketing materials.*****



Student Organization Official Recognition & Funding Eligibility

CHECK LIST

Student Organization Name: _____ **Year:** _____

- Annual New or Renewing Student Organization Request Form (ALL CLUBS)**
Deadlines (only one submission required annually):
 - Fall Term: October 31
 - Winter Term: 2nd Friday of the term
 - Spring Term: 2nd Friday of the term
 - Summer Term: Requests not accepted
- Annual Budget Form (ALL CLUBS)**
Deadlines (only one submission required annually):
 - Fall Term: October 31
 - Winter Term: 2nd Friday of the term
 - Spring Term: 2nd Friday of the term
 - Summer Term: Requests not accepted
- Regular Club Meeting & Sign-In Sheet submitted within 2 weeks of meeting date with accompanying agenda. (ALL CLUBS)**
Minimum one (1) per term.
 - Fall Term
 - Winter Term
 - Spring Term
- Club Recruitment Activity & Summary submitted within 2 weeks of activity date with accompanying marketing materials. (ALL CLUBS)**
Minimum one (1) per term.
 - Fall Term
 - Winter Term
 - Spring Term
- Event & Summary submitted within 2 weeks of activity date with accompanying marketing materials. (ESTABLISHED CLUBS ONLY)**
Minimum one (1) per school year.
- Annual Fall Term Student Organizations Policies & Procedure Workshop attendance – OR – meeting with the Director of Student Organizations & Events prior to annual organization approval.
- Once annual club meeting attendance by an official ASCOCC representative for the purpose of official business.