Club Expectations and Requirements

Fundamentals

How to establish a club

- Establishment of organizations Forms
  - Located in the ASCOCC Office and Online
  - In order to establish a club, you’ll need:
    ▪ 4 currently enrolled COCC students
    ▪ COCC staff or faculty advisor
    - Fill out the establishment of organizations form, then schedule a meeting with the Student Affairs Coordinator
      ▪ Student Affairs Coordinator will be the primary contact for all things club related

Club Requirements

- Each club needs to meet these requirements in order to receive club funds
  ▪ Need to have 3 meetings per term, within 2 weeks submit attendance and club meeting to ASCOCC
    - Attendance sheets are located in the ASCOCC office, and can be turned in to our mailbox
    - An agenda for each meeting must also be made, and turned into the ASCOCC mailbox
      ▪ Club meetings must be open to all COCC students, as they are being funded through the student fees
  - 1 recruitment event per term
    ▪ Recruitment event form must be filled out and submitted within 2 weeks of the event (located in ASCOCC office)
  - Established clubs need to have one event per year open to the COCC community
    ▪ Event Proposal Form in the ASCOCC office that needs to be submitted a month in advance if using club funds

Club Funding

- Funding tiers are set yearly based on club attendance
  ▪ We use the meeting sign-in sheets to determine what tier a club will land in for the following year.
  ▪ The tier a club lands in determines how much money the club will get
    ▪ Tiers:
- **Clubs are responsible for tracking their own budget**
  - ASCOCC suggests meeting with the financial director to go over budgeting.

- **Access to club funds**
  - Check out the ASCOCC Visa card
    - Go through Lindsay Buccafurni
      - You do need to receive an **itemized receipt** to turn in to help keep track of purchases
        - The ASCOCC Visa card cannot be used to buy things like **Alcohol, Drugs, or Weapons**
        - **No gift cards** can be bought!
    - If a club has already spent money with personal funds (not the Visa card), they can submit a reimbursement form (located in the ASCOCC office)
      - Fill out and turn in with **itemized receipts**, and the refunds will go through in about two weeks.

**ASCOCC Resources**
- The ASCOCC Office can be used to set up a club meeting
- Storage space in the ASCOCC office
- We have Promotional supplies (markers, posterboards, etc.) that can be used
- We can HELP advertise for your event

**Contacts**
- President, Darcy Hays: ascocc.president@cocc.edu
- Director of Student, Nicole Sharp: ascocc.affairs@cocc.edu
- Director of Finance, Jeff Bowen: ascocc.finance@cocc.edu
- Director of Campus Affairs, Katie Beal: ascocc.campus@cocc.edu
- Internal Affairs Coordinator, Gillian Livingston: ascocc.internal@cocc.edu
- Wickiup Liaison, Ryan Rhodes: ascocc.wickiup@cocc.edu
- ASCOCC Advisor, Lindsay Buccafurni: lbuccafurni@cocc.edu

* All forms mentioned in this document will also be available online on the ASCOCC website *

[Clubs and Programs - Central Oregon Community College (cocc.edu)]
Other Important things to note:

- **Discretionary Fund Available**
  - In order to gain access to those funds, the club will need to fill out a funding request form
  - The form needs to be turned in to ASCOCC at least 2 weeks before the proposed event
  - A meeting will be held to ensure that the ASCOCC council agrees with the proposal and funds requested
    - This funding is IN ADDITION to the funding you receive from the tier the club is in

- **Diversity Clause**
  - Includes clubs such as Afrocentric studies, Asian Cultures, FNSU, Latinx, LGBTQ+, etc.
  - Historically have been underfunded as they might not have the attendance needed to reach some of the higher funding tiers
    - These clubs need to have 1 meeting per term and 2 events per year
      - Funding for these clubs is not based on attendance, but rather based on the funding proposal form (submitted within the first two weeks of each term
        - Although not required for funding, an attendance form does need to be submitted to ASCOCC