



**MONTGOMERY
COLLEGE**

STUDENT CLUBS

&

ORGANIZATIONS

HANDBOOK

OFFICE OF STUDENT LIFE
ROCKVILLE CAMPUS

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How to Start a Club

Instructions for starting a club:

1. Review the list of registered clubs from the previous semester on the Office of Student Life (OSL) website to ensure that there is not already a club with a similar mission/purpose.
2. If a club with a similar mission/purpose already exists, contact the advisor or Registered Member(s) of that club so you can join.
3. If a club with a similar mission/purpose **does not** already exist, start your own club. Be sure to download and review the OSL Club Registration Checklist from the OSL website.
4. Identify potential advisors for your club. An advisor must be an MC-Rockville faculty or staff member who is not a member of any other clubs on campus. You may choose an advisor based on their expertise in a certain field, their working relationship with students in your club, or other criteria. Discuss the responsibilities of the advisor with potential candidates to determine if they are the right fit for the job. Once an advisor has been chosen, you and the advisor should discuss any additional roles/responsibilities for the advisor and then complete the [Advisor Agreement Form](#). If you are having trouble finding an advisor, contact the Office of Student Life for assistance.
5. Attend a mandatory [Club Orientation](#) session (see p.4).
6. Find four (4) additional students to be Registered Members of the club. Each member must be currently enrolled and in good academic standing with the College. (Note: Current enrollment and academic standing will be verified by the Office of Student Life)
7. Complete a [Club Registration Form](#) online. There are computers located in the Student Activity Center (CC 015) that can be used to complete club registration forms. The Office of Student Life staff are also available to assist in the registration process. Please do not hesitate to ask for help.
8. Submit to the Office of Student Life a hardcopy of the [Club Constitution](#) signed by two (2) Registered Members and the club advisor.
9. Submit to the Office of Student Life a signed, hardcopy [Advisor Agreement Form](#).
10. Clubs will be notified of their registration status approximately 3-5 business days after successfully completing all of the registration steps.

The recognition process will be on a rolling basis until the final deadline. Those clubs that attempt to but are unable to complete the club recognition process will be designated as registered clubs (see p.5).

Eligibility

To be a Registered Member of a club, students must be currently enrolled and in good academic standing with the College.

Club Advisor

All clubs are required to have an advisor. A club advisor must be a staff or faculty member at Montgomery College. Individuals who serve as an advisor are not eligible to be a member of any club.

Club advisor responsibilities vary depending upon the activity of the club. This understanding should be reached by both interested parties.

Responsibilities of Advisor

These are the responsibilities and expectations of an advisor:

1. Advise club appropriately to ensure that programs conform to the educational purposes of the college;
2. Attend club meetings, functions and programs, as required, to supervise and maintain use of college facilities and enhance the educational experience of students;
3. Assist club in planning and evaluating efforts to provide meaningful co-curricular opportunities within the club's purpose;
4. Promote dialogue between club members, other clubs/organizations, Office of Student Life staff, student body, and college community;
5. Ensure that club events and programming adhere to the Office of Student Life and College policies and procedures;
6. Coordinate club officer elections (with the assistance of the Student Life Specialist);
7. Provide feedback to the Office of Student Life staff in an effort to continuously improve the club program.

Student Life Specialist Roles

Every club is assigned a Student Life Specialist whose role is to advocate, encourage, sponsor, and support club members and programs by providing guidance and assistance in the areas of but not limited to:

- College policies and procedures
- Recruitment and recognition
- Campus space reservation (e.g. meetings and special events)
- Events planning, promotion, implementation, and evaluation
- Postings and publicity
- Fundraising and handling of cash
- Budgeting and budget requests
- Club member communication system (email, list serv, meeting minutes, etc.)
- Leadership development and training
- Club officers election process
- OSL club supplies and resources
- Problem solving and resolutions
- Brainstorming and offering suggestions
- Other functions as appropriately needed by the club members and advisor

Club Orientation Session

We request that at least one club member attend a new club orientation meeting for the academic year. At the orientation students will learn about club renewal/ registration information. The orientation will also provide club representatives with information that may impact club activities.

Rollover Club Recognition

Clubs that were officially recognized in the fall semester can rollover club recognition into the spring semester provided that:

- An updated, signed hardcopy of the Club Constitution is resubmitted to the Office of Student Life;
- All Registered Members listed on the Club Registration form on file meet credit registration and academic standing requirements; **and**
- If needed, the club submits an updated Advisor Agreement Form to the Office of Student Life **by the deadline for club recognition for the semester.**

All club registration and official recognition expires at the end of the academic year.

Registered vs. Recognized Clubs

Registered Clubs:

- Have submitted an online club registration form
- Are eligible to reserve the Student Activity Center (SAC) [CC015] and/or Sales Window [CC106] for recruitment purposes only
- Cannot use the club name for promotional purposes
- Cannot hold events, programs, or other functions if they are not directly related to recruitment
- May not engage in fundraising

Recognized Clubs:

- Have completed all necessary requirements for official recognition by the Office of Student Life (as indicated in steps 1-10 on p.2)
- Are eligible to access resources from the Office of Student Life such as funding, equipment, and space
- Can use the club name for promotional purposes
- Can hold events, programs, and other functions
- May participate in fundraising

Community Service Project

Recognizing Montgomery College's mission of "enriching our community," clubs are *required* to complete one (1) community service project during each semester.

How to Complete a Service Project:

1. Meet with your Student Life Specialist to discuss possible service projects and community organizations you can partner with.
2. Meet with the Service Learning Coordinator or Assistant to identify a site; at your request, a staff member can help you contact the site and arrange the service project.
3. After your club fulfills its service, complete the Club Community Service Project form (ask your Student Life Specialist for a copy) and submit copies to the Program Assistant AND your Student Life Specialist.

Clubs that do not complete a service project—or do not submit their forms to the Program Assistant and Student Life Specialist in the fall—will not be eligible for their refreshment budget in the spring.

Clubs are encouraged to provide community service that meets the needs of our surrounding community and/or the College. Advisors are also strongly encouraged to participate in their club community service projects.

See your Student Life Specialist for any questions and/or concerns regarding your club community service project.

Inter-Club Council (ICC)

The ICC is a *mandatory* monthly round-table meeting where club representatives gather to collaborate, support, and share information. Meetings serve to:

- Support club programs in areas such as procedures, guidelines, and services; and
- Co-sponsor and assist with club events such as International Student Week, Involvement Fest, Fall and Spring Club Rush, End of the Year Awards Banquet, and other activities.

A club officer is required to attend each ICC meeting. If a club officer is not available, then a club can designate a member to attend the meeting.

Leadership Training for Clubs

In an effort to prepare students to be more effective club leaders, the Office of Student Life has implemented 3 training modules for clubs. At least one (1) member from each club is encouraged to complete each of the modules.

Meeting Management - focuses on writing agendas, meeting minutes, decision making models and other tips for facilitating productive meetings.

Budget Planning - focuses on preparing budget request proposals, spending guidelines, co-sponsorship rules and other tips for preparing a successful budget panel presentation.

Event Planning - focuses on event logistics, marketing and other tips for planning a successful event.

Note: An OSL staff member will be available to present any of the modules at one of your club meetings, should you request this service.

Club Officers Election Process

Leadership is important and necessary in understanding the club's purpose, goals, and objective, and has a major role when planning club events and activities. All clubs select their officers by means of the club officer election process. Each club is to have its own election process that is fair and open with the results certified by an assigned Student Life Specialist.

There are two models that can be applied (to be determined by club members & advisor):

1. Club members can appoint officers or
2. Conduct a formal election process where candidates campaign for a position and club members cast a vote for their choice.

Based on the needs of the club, members may choose to appoint club officers. Smaller clubs may simply want to make sure all officer positions are filled. However, with larger clubs or when a number of candidates are campaigning for a position, the election process may need to be more formal, with campaign speeches and/or required voting.

It is essential that your club members understand that election of club officers is important to the success of the club and taken seriously. Your advisor is to oversee the election process while your Student Life Specialist will certify the results (please see your Student Life Specialist for details).

Club Meeting Refreshments

Funds for refreshments for meetings will be available for new clubs after the first ICC meeting of the semester. Clubs that rollover their club recognition can continue to use refreshment funds as usual until the first ICC meeting of the semester. The refreshment budget is determined based on the number of active clubs per semester.

All refreshment funds **must be utilized by the first day of final exams for the semester**. Refreshment funding is intended to provide refreshments for club meetings. If a club needs refreshments for an event they should go to the budget panel.

Budget Request for Club Activities

Budget Panel Members and Roles:

Budget Panel - Budget Panel is comprised of the ICC chair (Student Senate Vice President), three (3) Student Senators, and three (3) Inter-Club Council members. The Budget Panel reviews budget request forms and supporting documents submitted by clubs and makes recommendations to the Director of Student Life or the Account Manager for final approval. Recommendations will be based on the purpose of the event, impact on students, benefits of the activity to club members and the College community, as well as thoroughness and accuracy of information provided regarding material, food, and supplies.

Obtaining Funds for Club Activities:

- Clubs interested in obtaining funds for club activities need to submit an on line budget request form at least 7 days prior to the budget panel meeting planning to attend. Only current MC students of Recognized Clubs will be able to present to the budget panel.
- Clubs may submit multiple budget request proposals using one online form for multiple events, provided the events are related.
- Clubs can request up to \$1,000 per budget request.
- **No more than 35 % of requested funds can be used for refreshments.** However, clubs can request up to \$100 towards refreshments for an event/program without incurring the 35% policy.
- All budget requests involving distant travel that requires commercial transportation (air travel, bus, train etc..) outside of the D.C. metropolitan area must be submitted 30 days in advance.
- Clubs are required to meet with their assigned Student Life Specialist prior to submitting their first budget request proposal and attend a budget module training.

Budget Request Review Process:

Budget Panel will meet on Mondays from 3:30pm - 4:30pm (excluding holidays and college closings).

A member of a Recognized Club must appear before the budget panel to present the budget request on the date selected.

After hearing all the budget request presentations, the budget panel will have an open deliberation to review the budget request and make recommendations.

Remember, the Budget Panel reviews budget requests submitted by clubs and makes recommendations to the Director of Student Life or the Account Manager for final approval. *The Office of Student Life will support funding of events and programming based on the policy and procedures of the Office of Student Life and Montgomery College.*

Reimbursements

Unless prior approval is obtained, we will not be able to reimburse advisors or students for purchases made. Some exceptions may be considered at the discretion of the Office of Student Life.

Fundraising

As of the fall 2007 semester, no seed money will be provided for fundraising purposes. Fundraising is an organized attempt to get funding for a specific purpose.

To participate in fundraising activities, clubs must receive approval from the Office of Student Life by submitting a Fundraiser Proposal Form at <http://www.montgomerycollege.edu/Departments/stdactrv/index.html>. Money acquired through fundraising activities must be deposited to the RV Fundraiser Account **5110-00000-2621-0000**. Fundraising money will not be carried-over into the next academic year. All funds must be utilized by the last day of classes in the Spring semester.

Deposits must be made by the club advisor or a Registered Member. Clubs must both submit a Club Deposit Form at <http://www.montgomerycollege.edu/Departments/stdactrv/index.html> and make a direct deposit of funds to the Cashiers Office (TA 153). Deliver the receipt to the Administrative Aide in the Office of Student Life (CC005A).

Note: Opening accounts with financial institutions to support club activities is not permissible and violates the Colleges policies and procedures: this can result in disciplinary charges for students.

Reserving Space on Campus

Registered Members and advisors may reserve the Student Lounge, Student Activity Center (SAC), Sales Window, Student Life Conference Room and/or additional campus space for club meetings and activities. An online Space Reservation Form at <http://www.montgomerycollege.edu/Departments/stdactrv/index.html> must be submitted **at least two weeks in advance**. However, it is recommended that clubs do so at least 4 weeks in advance.

The Student Activity Center (SAC) is a popular meeting place for many student clubs, organizations, and others. Therefore, in the interest of fairness and equal usage, the SAC can only be reserved by the same group (club, organization, or other) for a **maximum of 2 hours per day and 4 hours per week**.

Distance Travel Arrangements

The Office of Student Life must provide prior approval for any lodging and/or overnight stay involved in any student club or organization-related event or activity. This information must be provided in writing to the club or organization's designated Student Life Specialist at least 2 weeks in advance.

Disability Support

Montgomery College is an equal opportunity educational institution. The Office of Student Life asks that all clubs and organizations encourage students with disabilities to participate. Please include information about disability support accommodations on publicity items (posters, flyers, email announcements, etc.) for meetings, events and programs. Make sure to advertise in advance so that the Office of Student Life has sufficient time (generally 2 weeks) to coordinate with Disability Support Services.

Here is a sample disability support accommodation clause to include on flyers, posters, and other announcements:

To request disability support accommodations, please contact the Office of Student Life at 240-567-5092 (voice), 240-567-9672 (TDD) or via email at stlifer@montgomerycollege.edu.

Event Planning

An event is considered to be any program beyond a group's regular meeting which requires more than a simple space reservation, but may include additional furniture, A/V equipment, and/or a large venue. Before planning an event, a member of the club **must**:

1. Make an appointment with the club's designated Student Life Specialist;
2. Submit a Space Reservation Form; and
3. Submit a Budget Request Form (*if requesting funds*).

Posting Flyers Guidelines

All club flyers need to be approved by the Office of Student Life and will be indicated by an “approved by Office of Student Life” stamp. Unstamped flyers will be removed and considered in violation of the club posting guidelines.

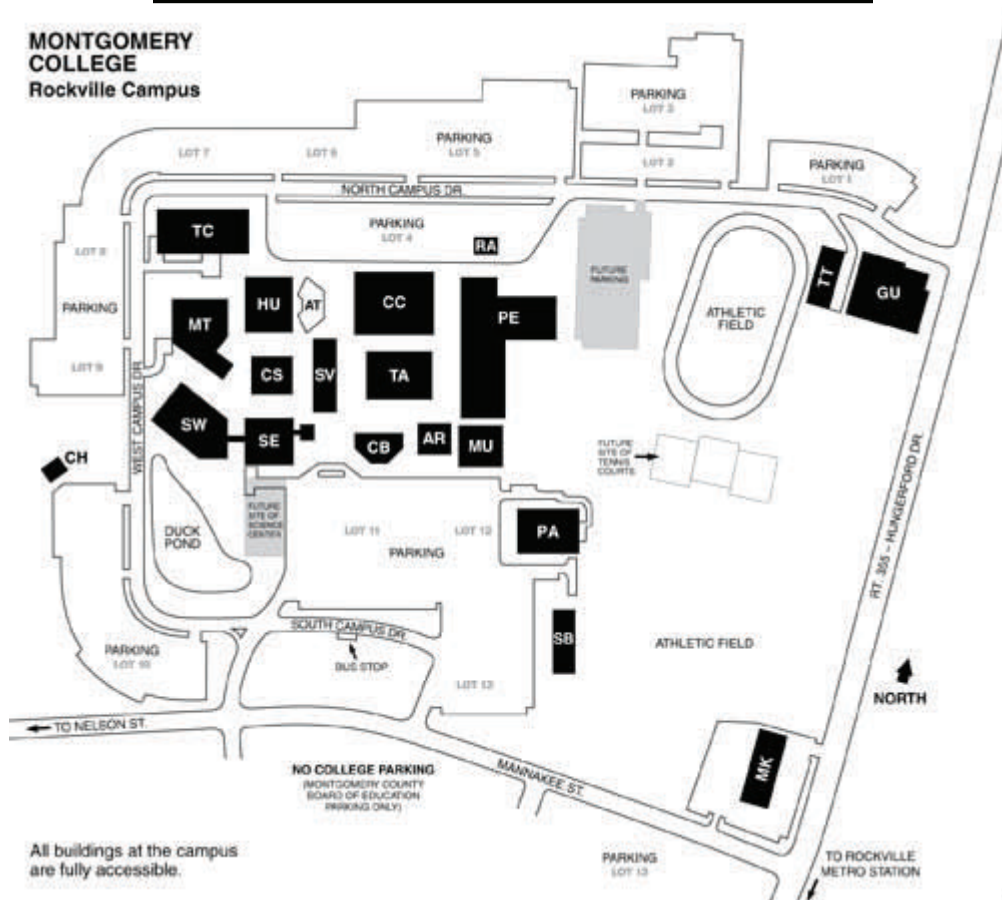
Club Guidelines for Posting Flyers

- Write out the name of the club and provide contact information
- Provide details and specifics such as the name and type of the event [e.g. meeting, dance, workshop, etc.], date, time, and location
- Have flyers approved by the Office of Student Life before posting
- Post on all open campus bulletin board locations
- Remove flyers once activity ends

Contact Information

| NAME | PHONE NUMBERS |
|--|---|
| OFFICE OF STUDENT LIFE WWW.MONTGOMERYCOLLEGE.EDU/DEPARTMENTS/STDACTRV/INDEX.HTML | 240-567-5092 (OFFICE) 240-567-7175 (FAX) |
| STUDENT ACTIVITY CENTER | 240-567-8094 (OFFICE) |
| ADVOCATE (NEWSPAPER) | 240-567-7176 (OFFICE) |
| STUDENT SENATE | 240-567-7177 (OFFICE) |
| SECURITY | 240-567-5111 (OFFICE) |
| IT HELP-DESK | 240-567-7222 (OFFICE) |

Rockville Campus



- AR** Paul Peck Art Building
- AT** Amphitheatre
- CB** Counseling and Advising Building (Security Office)
- CC** Campus Center (Workforce Development & Continuing Education)
- CH** Child Care Center
- CS** Computer Science Building
- GU** Homer S. Gudelsky Institute for Technical Education
- HU** Humanities Building
- MK** Mannakee Building (Central Administration)
- MT** Gordon and Marilyn Macklin Tower
- MU** Music Building
- PA** Robert E. Parilla Performing Arts Center
- PE** Physical Education Center
- RA** Rockville Annex
- SB** South Campus Instructional Building
- SE** Science Building East
- SV** Student Services Building (Admissions, Records, and Registration)
- SW** Science Building West
- TA** Theatre Arts Building
- TC** Technical Center
- TT** Interim Technical Training Center

OFFICE OF STUDENT LIFE - ROCKVILLE CAMPUS

51 MANNAKEE STREET

CAMPUS CENTER, LOWER LEVEL RM 005

ROCKVILLE, MARYLAND 20850

240-567-5092 (OFFICE)

STLIFER@MONTGOMERYCOLLEGE.EDU (EMAIL)