The Club Program Handbook
College-Wide Guide for Student Leaders and Advisors
The following information is used for the formation, running, and governing of student clubs at Montgomery College. The information provided is intended to help clubs function on a daily basis. If you have any questions or concerns please do not hesitate to contact the Office of Student Life.

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Congratulations! We applaud your interest in being engaged in Student Life through a club. We have designed this handbook to provide helpful guidelines and useful information. The Office of Student Life looks forward to working with you to find success in your club experience.

**Mission Statement**
Being involved in clubs empowers students to actualize personal and social change. We provide intentional learning opportunities that promote individual growth, leadership development, and community engagement. The Club Program will enhance the student experience while developing essential leadership skills for today’s students and tomorrow’s leaders.

By being involved in our club program, students will:

- Discover their talents, strengths and potential through the Social Change Model of Leadership
- Be engaged & educate the Montgomery College community
- Develop life skills such as effective planning, communication, organization, time management, critical thinking, reflection and interpersonal skills
- Have the unique opportunity to attend workshops, conferences, and other activities that will enhance their leadership development and further their skills
- Develop projects with faculty, staff, and fellow students, and see their projects come to fruition

**The Office of Student Life**
The Office of Student Life is your hub for club resources, services, and support systems. We are open Monday through Friday from 8:30am - 5:00pm.

Campus location and information is below.

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<th>Rockville Campus</th>
<th>Takoma Park/Silver Spring</th>
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<td>Student Services Building (SV)</td>
<td>Student Services Center (ST)</td>
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<td>Room 104a</td>
<td>Room 217</td>
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<td><a href="mailto:stlifeg@montgomerycollege.edu">stlifeg@montgomerycollege.edu</a></td>
<td><a href="mailto:stlifer@montgomerycollege.edu">stlifer@montgomerycollege.edu</a></td>
<td><a href="mailto:stlifetpss@montgomerycollege.edu">stlifetpss@montgomerycollege.edu</a></td>
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The Social Change Model of Leadership Development was created in 1993 by the Higher Education Research Institute of UCLA in an effort to enhance student learning and facilitate positive social change. This model emphasizes the need to understand self and others in an effort to create community change. It is less about the leader and more about the leadership community. The model is inclusive in that it is designed to enhance the development of leadership qualities in all participants – those who hold formal leadership positions as well as those who do not. In this model, leadership is viewed as a process rather than as a position and the values of equity, social justice, self-knowledge, personal empowerment, collaboration, citizenship and service are explicitly promoted.
An MC club leader is an agent of change who wants to work with others, either in the leadership or followership role, for the betterment of others and society. The Social Change Model of Student Development focuses on the whole leadership process. The model is also called the Seven C’s for Change because it focuses on the following attributes:

- **Consciousness of Self**—Awareness of the beliefs, values, attitudes, and emotions that motivate one to take action. This is the key to being able to develop consciousness of others.
- **Congruence**—Thinking, feeling, and behaving with consistency, genuineness, authenticity, and honesty towards others; actions are consistent with most deeply-held beliefs and convictions; interdependent with Consciousness of Self.
- **Commitment**—The psychic energy that motivates the individual to serve and that drives the collective effort; implies passion, intensity, and duration, and is directed toward both the group activity as well as its intended outcomes; requires knowledge of self.
- **Collaboration**—Working with others in a common effort. It constitutes the cornerstone value of the group leadership effort because it empowers self and others through trust.
- **Common Purpose**—Working with shared aims and values. It facilitates the group’s ability to engage in collective analysis of the issues at hand and the task to be undertaken.
- **Controversy with Civility**—Recognizes two fundamental realities of any creative group effort: that differences in viewpoint are inevitable, and that such difference must be aired openly but with civility.
- **Citizenship**—Process whereby the individual and the collaborative group become responsibly connected to the community and the society through the leadership experience.

**Change** (*The Eighth C*) - The ability to adapt to environments and situations that are constantly evolving, while maintaining the core functions of the group. Change is the value “hub” which gives meaning to the 7 C’s and is the ultimate goal of the creative process of leadership – to make a better world and a better society for self and others.

The Student Life Specialist
The Student Life Specialist (SLS) is a dedicated staff member for the club program. Each campus has its own SLS who supports club officers and advisors on their respective campus. A few of the SLS’s responsibilities include, but are not limited to:

- Review and process forms
- Coordinate budget request purchases
- Promote club communication
- Provide guidance with event planning, activities, and initiatives
- Cultivate leadership development workshops, training, etc.
- Encourage involvement in office, campus, and college-wide events
- Advise advisors with policy and procedures, problem solving, etc.
- Recruit for unique student leader opportunities i.e. student representation on committees, special events, etc.

Best of all, the Student Life Specialist is a sounding board that cultivates your passion into action, and encourages your path to becoming an agent of change.

"Never doubt that a small group of thoughtful committed citizens can change the world; indeed it’s the only thing that ever has."

Margaret Mead (1901-1978)
http://www.interculturalstudies.org/

Club Officer Eligibility
Participating as a club officer is a tremendous learning opportunity for any committed student. Students pursuing a club officer position should consider the following characteristics and tasks for success:

- Remember you are a student first; academics should be your top priority
- Serve as a role model for the club members and the MC student body
- Remember that leadership is a process rather than a position
- Maintain open lines of communication with members, advisor, and your designated Student Life Specialist

Eligibility Requirements:

- Enrolled in a minimum of 6 credits
- Cumulative 2.25 GPA; exception for first semester students
- Be an officer for no more than two clubs (i.e. be president for club A and treasurer for club B)
- Can only hold one position within the club (i.e. cannot be president and treasurer simultaneously)
- Is not on academic probation or have any student code of conduct violations

*Eligibility may be subject to updates and amendments.
How To Become An Official Club
The pathway to becoming an official club is easy. Please complete the following requirements:

Visit the Office of Student Life and find out if a club with the same name or a similar mission/purpose already exists. If so, we will connect you; if not, then start your own club by:

1) Identify three other current students to help you organize your club
   All you will need to meet club officer eligibility requirements, which include:
   • Enrolled in a minimum of 6 credits
   • A minimum 2.25 GPA; exception for first semester students

2) Identify a Club Advisor(s)
   All clubs are responsible having an advisor who is a professional staff or faculty member on the campus the club will be established. The advisor can be full time, part time, or adjunct-faculty. If you need assistance finding an advisor, please contact your designated SLS.

3) Submit the required official club forms to your SLS using the student life club officer agreement link at https://survey.alchemer.com/s3/6407875/Student-Life-Club-Officer-Agreement.

4) After you submission, you will receive information on how to enroll in your campus Student Life Club Officer Blackboard Community; please review your officer training module, and take the quiz.

5) Receive your official club recognition letter
   Once your club has completed all the requirements, your designated Student Life Specialist will review and contact your club regarding your club status. It’s that easy!

Deadline to become an official club is 5th Friday of the fall semester, and the 4th Friday of the spring semester by 5pm.

*Missing any step may jeopardize your club’s ability to become official.
Recreational Clubs
The Office of Student life supports recreational clubs whose purpose is not to participate in organized leagues, tournaments, or competitions. However, due to the National Junior College Athletic Association (NJCAA) regulations, all recreational sports-related interest groups must be vetted by the Student Life Specialists. Recreational clubs are not official teams of Montgomery College and are considered a club and can only be supported by the Office of Student Life.

Club Chapter Affiliations
The Office of Student Life does not recognize or support clubs as a chapter or affiliation due to the complexity of chapter requirements from national or local organizations. Therefore, MC clubs cannot solicit funding from the Office of Student Life for chapter-related activities or events. For clubs affiliated with national or local organizations, they must contact their Student Life Specialists for questions to discuss their affiliation, which could include legal, liability, and other issues for the College.

Copyrighted Club Names
The Office of Student Life cannot support club names that are copyrighted or trademarked due to liabilities.

Blackboard Community For Club Leaders And Advisors
Your designated Student Life Specialist will provide you with access to the Club Blackboard Community, which provides content for club officers and advisors in an electronic format, 24 hours a day. It hosts virtual and digital learning tools, but all revolve around its core component, which is club success.

The format is set up to be open, flexible, and centered on community building, knowledge sharing, and student achievement. The Club Officer Blackboard Community is easy to use and has sections specifically designed for the President, Vice President, Secretary, and Treasurer. Each officer will have the opportunity to learn their roles and responsibilities via their own module.

*All officers will be required to take a quiz that tests and strengthens the knowledge of your roles and responsibilities as a club leader.
Official Club Training Modules

| PRESIDENT | · Provide supportive leadership for the club  
|           | · Preside over regularly scheduled meetings  
|           | · Ensure the planning and promotion of activities proceed in a timely manner  
|           | · Assist members and officers in the implementation of events  
|           | · Attend leadership development workshops for student club officers |
| VICE PRESIDENT | · In the absence of the President, preside over regularly scheduled meetings  
|           | · Assist the President in responsibilities related to that office  
|           | · Consult with the President on a regular basis  
|           | · Demonstrate leadership ability and strong organizational skills  
|           | · Attend leadership development workshops for student club officers |
| SECRETARY | · Maintain records and files of official meeting & minutes throughout the year  
|           | · Maintain official club rosters and meeting sign-in sheet  
|           | · Coordinate all club correspondence  
|           | · Submit the Club’s Monthly Activity Log  
|           | · Attend leadership development workshops for student club officers |
| TREASURER | · Handle all club financial responsibilities, resources, and paperwork  
|           | · Learn and follow protocol for accessing club funds through the Budget Panel  
|           | · Respond to all club funding and budget request inquiries and deadlines  
|           | · Prepare and present budget requests or prepare a designee  
|           | · Attend leadership development workshops for student club officers |

Creating Partnerships With Advisors
All clubs must have a club advisor. You may choose an advisor based on their expertise in a certain field, working relationship with members, or other criteria. Discuss the responsibilities with potential candidates to determine if they are the right fit for your club. A mutual understanding should be reached by both interested parties. Once an advisor has been chosen, the club president and the advisor will move forward with the official club process. If you are having trouble finding an advisor, please contact your designated Student Life Specialist.

The very first thing you should do as a leader is to get to know your advisor(s). Your advisor serves as a resource and mentor, and it’s very important to establish a working relationship. Discuss your mutual expectations, goals, and what direction you would like the club to take.

A Message To Advisors
Advising a club is a great way to give back to the Montgomery College community. This could be a rewarding experience for an advisor as you will have an opportunity to work with students outside of the classroom and outside of the office environment. Student Life approaches these relationships from a wellness model where we encourage our students to adopt a more balanced lifestyle, which includes getting to know faculty and staff outside of the classroom.

Should you ever have any questions, concerns, or need support in your advisory role, your designated Student Life Specialist will assist you.
Advisor Roles:

- Be familiar with the club constitution, history, purpose, and philosophy in order to provide continuity.
- Meet with club leaders on a regular basis to review goals and objectives, and assist in the determination of the club’s activities.
- Encourage members to participate and become actively engaged in activities and the club program.
- Discuss, review, and sign all required paperwork.
- Make certain communication channels have been established (i.e. exchange phone numbers, email address, create listserv, social media handles, etc.)
- Intervene as appropriate when member’s actions/proposals are counterproductive to the well-being of the club or the College.
- Inform the Office of Student Life of any situation(s) potentially needing an intervention.
- Serve as the club’s chaperone for on and off campus activities, particularly with field trips.
- Assist with leadership transitions, event planning, paperwork, and processes.

Expectations and Maintaining A Club
In order to maintain active club status, please comply with the following:

- Adhere to the policies, procedures and updates in this handbook
- Maintain current club registration information, official club forms, (including if there is a change in leadership)
- Submit your monthly activity log, official membership roster, and other undertakings as requested
- Establish at least one club meeting per month; meetings must be open to all students
- Attend leadership training, workshops, and activities, as requested
- Respond appropriately and in a timely manner to club communications i.e. emails, social media, etc.
- Keep your designated Student Life Specialist and advisor(s) abreast of all activities

For assistance, please contact your Student Life Specialist.

Club Workshops
There are several opportunities to learn and sharpen your leadership skills by attending our club workshops. Whether you are a new or returning leader, our club workshops offer a great way to meet and network with others, gain confidence in your role, gather new ideas, and learn tips and tricks on how to have a successful club on campus.

The Office of Student Life Club Program offers several workshops throughout the year, with topics that are relevant, intentional, and helpful. The workshop schedule is listed on the Club Community Blackboard site, our college-wide Office of Student Life web-site, and on social media.

Senate Meetings
The Student Senate is the governing body of students whose main responsibility is to advocate for MC students and act as a voice for the collective student community. Each campus has their own Student Senate and meeting schedule.

Student Senate meetings are open to all students and is a great place to learn about services and other inner workings on campus. Your designated Student Life Specialist will provide additional details for Senate meetings on your campus.
The Inter Club Council Meeting (ICC)
The ICC hosts monthly meetings where club members communicate, socialize, collaborate, and connect with like minded students. It is a supportive environment encouraged to inspire and motivate leaders as well as provide club and Office of Student Life updates.

Meetings are held on the Rockville and Takoma Park/Silver Spring campuses and all clubs are encouraged to attend. There is not an Inter Club Council on the Germantown Campus and clubs are encouraged to attend the Student Senate meeting instead.

Club Meeting Snacks And Refreshments
The refreshment budget is intended to provide light snacks for club meetings. Official clubs get access to $30 per month by attending the required meeting on your campus. Snacks will only be approved when in person meetings resume.

Funds for snacks, light refreshments and beverages will be available after the first Student Senate or ICC meeting. All refreshment funds must be utilized before the first day of final exams for the semester. If a club would like refreshments for an event, activity or program, the club budget request process must be Fundraising
A Fundraising Request Form must be submitted prior to starting any activities on or off campus.

- All monies need be deposited into the Student Life account on the day the fundraising takes place
- Seed money cannot be provided to support your fundraiser (i.e. club cannot submit a budget request for fundraiser)
- A club may only fundraise for nonprofit charitable organizations. This purpose must be advertised prominently in any marketing materials and at the fundraiser
- Clubs will not be able to coordinate any food related fundraising initiatives
- Club advisor must be present during fundraiser
- Crowdfunding platforms (i.e. GoFundMe, webpages, etc.) or money sending apps such as Venmo, PayPal, Square Cash or Google Wallet are prohibited

Please see the Fundraising Request Form for more information.

Special note: Opening an account with financial institutions to support club activities is not permissible and violates Montgomery College’s policies and procedures; this can result in disciplinary charges for students.

Reimbursement
Clubs must work with your campus specific Student Life Specialist to complete all budget request forms and proposals, which could include transactions/contracts.

Any purchases made prior to obtaining approval by the budget panel AND/OR without the written consent of the Student Life Specialist per the Director/Account Manager of Student Life ARE NON-REIMBURSEABLE.

Special note: please contact your Student Life Specialist for assistance, inquiries, or suggestions.
Monthly Club Activity Log
The Office of Student Life has created a monthly club activity log reporting process where clubs will communicate and record activities and events. Logs must be submitted by the first Wednesday of each month detailing what activities/events were held during the previous month. The form is located on Blackboard and needs to be submitted to your designated Student Life Specialist. If logs are not submitted, the following disciplinary actions against the club will occur:

- First minor infraction is an email reminder to the club leaders and advisor.
- Second infraction is a meeting with the Student Life Specialist.
- Third infraction is a meeting with Director of Student Life and a follow up letter to club outlining the discussion.
- Loss of club leadership may result if actions are not followed and adhered to.

Budget Request For Club Events
Clubs have access to funding through the budget panel process; see steps below.

1. Meet with your Student Life Specialist to review request
2. Submit budget request to the budget panel before the deadline (consult with your SLS)
3. Wait to hear from Budget Panel for date of budget panel hearing
4. Give a 1-2 minute presentation to Budget Panel, detailing why your club is asking for funding
5. Wait for Panel Chairperson email on next steps

Overview of the budget panel process
The budget panel hearing schedule
The budget panel meets once per week, excluding holidays and college closings. Please contact your designated Student Life Specialist for days/times of budget panel hearings. Please note that a submission of a budget is not a confirmation of a hearing because not all submissions are accepted.

Submission deadline and confirmation
Your club’s budget paperwork is due to your Student Life Specialist before your club meets with the budget panel (each campus has their own deadline; please check with your SLS). Make sure your request has been discussed and approved beforehand by your advisor, and has their signature.

The budget panel
The budget panel is comprised of Student Senators, and their role is:

- To review all club budget requests, including forms, supporting documentation, etc.
- To consider a clubs budget request presentation

* If denied the budget panel will provide feedback.

Helpful hints
Recommendations are based on the following:

- Purpose of the event and how it relates to the club’s mission
- Influence and benefit to students and college community
- Presenter’s knowledge, thoroughness and accuracy of presentation
- Supporting documentation (itemized list of expenses, price quote, invoice, etc. of where you got your prices). Screen sharing for viewing is encouraged.

*Only current students will be able to present to the budget panel.

Please note that each campus has a slightly different process for budget requests, because each campus varies in size. Maximum allotment for budget requests varies based on campus enrollment.
Copyright Information
Showing a movie as a club activity may be a fun and relatively easy event to plan. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. This legal requirement applies regardless of whether an admission fee is charged, the institution or organization is commercial or non-profit, or a federal or state agency is involved. Non-classroom use of a film at the college requires obtaining a public performance license. Please work with the your Student Life Specialist to clarify this legal requirement and obtain necessary licenses.

Catering Services
Clubs can use the College’s designated catering services for club meetings, once we resume on-campus meetings. Orders must be submitted a minimum of **5 business days** before the desired date to ensure services.

Disability Support Services
Montgomery College is an equal opportunity educational institution. Please include information about disability support accommodations on publicity items (posters, flyers, email announcements, etc.) for meetings, events and programs. An example would be, “To request a reasonable accommodation, please contact Val Melgosa by email at val.melgosa@montgomerycollege.edu or by phone at 240.567.7181. Request should be made two weeks in advance of the event.” Make sure to advertise in advance so the Office of Student Life has sufficient time (2 weeks) to coordinate with the Disability Support Services Office.

Reserving A Space On Campus
Official clubs have access to reserving campus space for meetings, events and other activities. Your Student Life Specialist will advocate for accessing and reserving space i.e. classrooms, conference rooms, outdoors, and other available space for club usage. Requirements for reserving space on campus:

- Provide a minimum of (5) business days advance notice
- List one to three alternative dates (first choice may not be available)
- Meet with your Student Life Specialist if additional services or furniture is needed
- Advisor signature is required on form

Important reminders:
- Reservations are available Monday-Friday, except on holidays or when the college is officially closed
- Reservation requests for Saturday usage will require permission from the Office of Student Life
- Your Student Life Specialist will contact you on the status of your request
- A reservation is not confirmed until you have received a confirmation from the Office of Student Life

* If a club would like to reserve a room for an event, more that 50% of attendees must be current MC students/club members.

Event Planning
An activity is considered to be any event or 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, an officer of the club **must:**

- Schedule an appointment with your designated Student Life Specialist
- Submit a Space Reservation Form with advisor signature
- Submit a Budget Request Form *(if requesting funds)*
Posting Guidelines
Submit your flyers electronically to your Student Life Specialist a minimum (5) five business days before
your club wants to post. The follow information is imperative and needs to be on your flyer:
* Provide specifics of your event: Title and type of the event
* Date, time, and location (i.e. Thursdays at 3:00 pm, Room HS 216, or when virtual meeting will take
place)
* Brief/ concise description that includes enough detailed information so the reader understands what
you’re communicating and advertising
* Club e-mail address or contact information
* State what campus the meeting/event is being held at (Germantown, Rockville, or Takoma Park/
Silver Spring)
* Include your DSS accommodation statement

Posting flyers differs from campus to campus. Please visit with your designated Student Life Specialist for
posting guidelines and procedures.

Club Copy Requests
* Requests are available through your designated Student Life Specialist. Please reach out to them for
details.
* Five business days advance notice is required for all flyer requests.

Minors On Campus
A minor on Montgomery College’s campus is considered anyone under the age of 18 who is not enrolled at
the college. Any event on campus engaging with minors has to go through the Office of Compliance 30
days prior to the event for approval.

Contact:
Kristen J Roe
Deputy Title IX & Youth Protection Coordinator
Montgomery College
Office of Compliance, Risk & Ethics
9221 Corporate Boulevard
Rockville, MD 20850
Phone: 240-567-4279
Kristen.Roe@montgomerycollege.edu