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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.

For more information on the Social Change Model of Leadership, stop by the Office of Student Life.
An MC Leader:

- Demonstrates self awareness and the ability to identify personal strengths, styles and opportunities for growth to achieve personal goals as well as to work effectively with others.
- Develops and manages relationships and groups through effective group facilitation, collaboration, and the ability to resolve disagreements with civility and respect.
- Demonstrates effective knowledge and use of communication skills through a variety of mediums.
- Understands the value of and advocates for diversity, creating an infusion of this value into all leadership activity.
- Responsibly engages with the greater community (College, Montgomery County, Maryland, United States, and the world beyond) by understanding the rippling affect of providing service to others.
- Makes ethical decisions by thinking critically, effectively balancing personal and professional ethics (and standing up for those ethics), showing concern for others’ views, and demonstrating a personal motivation to do the right thing.

An MC Leader is an Agent of Change!

(As inspired by the University of North Carolina at Greensboro)
Mission Statements

**Student Life** 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

Why Get Involved?

Getting involved in Student Life is an integral part of your college career and can teach you how to become a leader. Participating in co-curricular activities on campus gives you hands-on experience with collaborating on a team, budget management and programming events. Student leaders enjoy the satisfaction of developing projects with faculty and fellow students and seeing their projects come to fruition. Students have the opportunity to attend workshops and conferences that enhance their leadership skills. If you want to build your resume, gain life skills, establish references and have fun while you are at Montgomery College, get involved in Student Life! Make the most of your college experience.

Student Life Office

Student Life (SL) is open Monday through Friday from 8:30 a.m. - 5:00 p.m.. We are located in the Charlene Nunley Student Services Center, 217. Our office number is 240-567-1482.

For more information, please stop in our office so we can assist you! For your convenience, the Office of Student Life has put all of its documents and information online.

<table>
<thead>
<tr>
<th>Kimberly Herrera, Director of Student Life</th>
<th>Lucy Vitaliti, Service Learning Coordinator</th>
<th>Mia Price, Student Life Specialist</th>
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<tr>
<td><a href="mailto:Kimberly.Herrera@montgomerycollege.edu">Kimberly.Herrera@montgomerycollege.edu</a></td>
<td><a href="mailto:Lucy.Vitaliti@montgomerycollege.edu">Lucy.Vitaliti@montgomerycollege.edu</a></td>
<td><a href="mailto:Mia.Price@montgomerycollege.edu">Mia.Price@montgomerycollege.edu</a></td>
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<tr>
<td>Shawn Sanders, Program Assistant</td>
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<td>240-567-7064, ST 218</td>
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<td><a href="mailto:Shawn.Sanders@montgomerycollege.edu">Shawn.Sanders@montgomerycollege.edu</a></td>
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Instructions:

Visit Student Life to receive preliminary information on how to start a new club.

Review the list of registered clubs from the previous semester to ensure that a club with a similar mission/purpose does not already exist. If a club with a similar mission/purpose already exists, contact the advisor or member(s) so you can join. Please note: your club cannot be linked to a third party (organizations or national associations) or have the same name as an organization with a copyrighted name).

If a club with a similar mission/purpose does not already exist, then you can start your own club:

1. Sign up to attend an Official Club Workshop.

2. Identify a potential advisor to your club. An advisor must be a MC faculty or staff member (with assigned duties at TPSS or college-wide) who is not a advisor of no more than one other club. 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 club which include going over the roles and responsibilities of the advisor in the Advisor Agreement Form.

3. Find at least a minimum of 5 currently registered MC students who share the same interest and are willing to take on leadership roles of the club (President, Vice President, Secretary, Treasurer and additional member). Each member must be eligible to serve in her/her role as stated in the Club Officer Eligibility section (page 6).
   
   Note: Current enrollment and academic standing will be verified by Student Life.

4. Submit the following completed forms to Student Life which include:
   
   - Club Registration
   - Advisor Agreement
   - Club Constitution
   
   Note: All forms can also be downloaded from the Student Life website.

5. After successfully completing all of the above registration steps clubs will be notified via email by the Student Life Specialist when they have been approved.

What if I don’t complete the recognition process by the final deadline?

Those clubs that attempt to but are unable to complete the club recognition process are encouraged to submit paperwork the following semester by the deadline.

Please note: It is extremely important that a club cannot meet or plan any activities until they have received an official letter from Student Life confirming their approval as a new club on campus.
Students can only participate as an executive officer for no more than two clubs and must:

- Be in good academic standing with the College which is defined by having a cumulative GPA of a 2.0 or higher (with the exception of first semester students who do not have a GPA yet).
- Be matriculated in a degree seeking program & enrolled in a minimum of 6 credits with the majority of their classes on the TP/SS campus.
- Not have any holds, be on any probation, been dismissed or had their matriculation status rescinded by Montgomery College. Student can only participate as executive officer for not more than two clubs.

*This will be verified by Student Life.*

## Recreational Clubs

Due to the complexities of insurance issues and space/equipment uses, and NJAA rules, all recreational sports related interest groups must meet with Student Life prior to recruiting members and turning in any club documentation. If the insurance, campus space as well as any NJCAA issues are resolved, the recreational sports interest groups would then complete the listed steps to become an official club. Recreational student clubs/organizations can meet on campus, space provided. Student Life cannot support a recreational club/organization whose purpose is to participate in organized leagues, tournaments or competitions whether on or off campus. **Please note:** *Recreational student clubs/organizations are not official teams of Montgomery College, they are considered a club or organization and can only be supported by Student Life as such.*

## Maintaining A Club

Clubs must register each year with Student Life by submitting an updated Club Registration Form, as well as an updated Constitution & Advisor agreement form with signatures. The Club Registration Form must also be updated when there is any change in club officers, contact information or advisor. All clubs must have at least 5 executive officers to maintain official status.

**Privileges of Official Clubs on the TP/SS campus include:**

- Use of Student Life spaces and campus facilities for events, activities, programs and meeting *(when available).* Access to Media Services, Chartwells Caterers, Student Life copy services (posters & flyers)
- Eligibility to apply for funding & to fundraise
- Access to student mailboxes (please check frequently)
- Ability to post and advertise in designated areas around campus.
- Advice, guidance and support from the Student Life Specialist
- Participating in the Student Life events such as the Involvement Fair, etc.
- Lockers (limited amount)
Requirements to maintain official club status:

- Attend an official club workshop (send at least 2 members for each club)
- Submit a monthly activities form
- Hold at least 1 general meeting a month on the TP/SS Campus
  
  *Note: all meetings must be open and held on campus.
- Participate in the Involvement Fair each semester
- Club Representative or member must attend the monthly Inter-Club Council (ICC) meeting

Failure to maintain club status will result in your club status being suspended until requirements are met.

The following are a list of recommendations that are here to support the success of your club as well as enhance your own leadership skills.

- Have your club participate in a volunteer or service project. This is a great way to connect with the larger community and give back.

- Student Life offers workshops on a myriad of topics to help you learn leadership skills as an individual as well as give you resources and support in your roles within the club. The official club workshops and various leadership development workshops are open to all students.

- Consider recruiting new members all year, not just during Involvement Fair. The more you can grow your membership, the more sustainable your club will become. You can work with your advisor as well as the Student Life Specialist in order to create a recruitment plan for your club.

- Plan ahead—at least two weeks or more! Ask the Student Life Specialist for assistance through the process.

## Tips for Student Leaders

Leading a student club is challenging but rewarding work. It is neither the role of the president nor of the advisor to run the club alone, but rather to facilitate its growth and development. Student clubs are most effective, productive, and enjoyable when **everyone plays a part in their success.**

1. **Delegate** – An organized leader keeps track of tasks that need to be done and delegates those tasks to as many people as possible.

2. **Form Committees** – Break down the various tasks of the club into committees and have a different person chair each committee. Ideas for committees include Publicity, Recruitment, and Special Events.

3. **Train** – The College offers many opportunities for leaders to improve their skills. Encourage members of your club to attend such workshops for training in various areas.

4. **Ask & Listen** – One of the most common mistakes made by leaders is in failing to ask the club membership for its opinions and desires, as well as listening to what they have to say. The quickest way to alienate yourself from your membership is to act in a vacuum.

5. **Admit Mistakes** – Everyone makes mistakes and you’ll make your fair share. When that happens, admit it, apologize, and move on. Be just as willing to forgive the mistakes of others.
Leadership is important and necessary in understanding the club’s mission, goals and objectives. It also has a major role when planning club events, activities and large scale programs. All clubs select their officers by means of the club officer election process. Each club is to have its own elections process that is fair and open.

There are two models that can be applied (to be determined by club members and imbedded in the clubs constitution):

- Club member can appoint officers or
- Conduct a formal election process where candidate’s 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 the election of responsible club officers is important to the success of the club and should be taken seriously.

The ICC is a mandatory monthly meeting where club representatives gather to collaborate, support and exchange information. A club officer (or designated member) is required to attend each ICC meeting.

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 Education Week, fall and spring involvement fairs as well as other activities sponsored through Student Life.
In an effort to be more effective club leaders, Student Life has implemented several interactive leadership workshops throughout the semester that will help you:

- Define and clearly understand your role within the club
- Give you tools in order to be successful within your role as well as help assist the club be successful with its mission
- Learn how to successfully plan an event
- How to create a budget and present it
- Running a meeting and having an agenda

The Student Life Specialist will provide information to all club leaders.

It is mandatory that at least two (although we encourage all) officers of the club attend an Official Student Club Workshop each academic year. Students will learn about club renewal/registration information as well as any new changes to the Club Program that will impact the clubs (updated forms, new processes, etc.).

- Some topics covered will include:
- Requirements for becoming an official MC club
- Club registration packet
- Budget process for official club
- Space request and usage
- Club Advisor roles
- ICC Monthly meeting requirement
Clubs are *encouraged to participate* in a community service project during each semester.

How to get involved with 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 to identify a site.

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.

3. MC is now using Givepulse to register students for service projects, track hours and earn MC service awards online. For more information, contact Student Life. Clubs & Student Organizations should register members for your service activities and report all volunteer hours to Student Life through Givepulse. Please register at montgomerycollege.edu/givepulse.

The Student Senate is the governing body of students at TP/SS whose main responsibility is to advocate for MC students, support club programs in areas such as procedures, guidelines and services, review budget submissions from clubs. This group also sponsors campus-wide programs for MC students. The Senate office is located in the Student Life Suite (ST 217). You may email them at studentsenatetpss@gmail.com.
Budget Panel Members and Roles:

The Budget Panel is comprised of 5 senate members. The Treasurer of the Student Senate, and four Senators at large.

The Budget Panel reviews budget requests forms and supporting documentation submitted by clubs and makes recommendations to the Director of Student Life for final approval. Recommendations will be based on the purpose of the event, how it relates to the club’s mission, the benefits of the activity to club members and the college community as well as accuracy of information provided regarding materials, food and supplies.

Recommendations will be based on the following:

- 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

Obtaining Funds for Club Activities:

- Clubs interested in obtaining funds for club activities need to submit a budget request form by Monday at 5pm to the Office of Student Life / (ST217). Students will have to present their budgets to the Budget Panel on the Wednesday following the Monday submission. Only current MC students of official student clubs will be able to present to the budget panel. Budget Request forms are provided online to download and can also be picked up from Student Life.

- Clubs may submit one budget request per event or program.

- Clubs budget requests amount have been increase and can not exceed more than $500 per event or program. Clubs that are collaborating can request for no more than $800 per event.

- All local or long distance travel requests cannot exceed $500. All requests that require off campus commercial travel (bus, train, airplane, car rental, etc.), long or short distance, must be submitted 45 days in advance. Student Life works with several campus departments on all travel requests.

- Approved travel reimbursements for food cannot exceed $10 for breakfast, $15 for lunch and $20 for dinner.

- All travel requests that do not require commercial travel but still require funding for tickets, food, etc., must be submitted 30 days in advance.

Note: All clubs must provide a list of current students attending all off-campus trips and attach to budget request. Names, addresses & M# of current students will be gathered by the club advisor and provided to the Student Life Specialist for review. All students attending trips, conferences or off-campus activities must be currently enrolled in a degree seeking program & be in good academic standing.
Budget Requests for Club Activities continued...

- It is an expectation the clubs are discussing all budget requests with their advisor first. Student clubs can also meet with the Student Life Specialist if they would like to discuss budget requests.

- Club events and programs must be scheduled to occur at least 10 business days after the day of your presentation to the budget panel and approval.

Budget Request Info Process:

- The Budget Panel meet once a week (excluding holidays and college closings). The meeting is every Wednesday at 3:00pm.

- Only approved clubs who submit their budget request (with detailed backup attached – see sample on back of budget request form) by the Monday before the budget panel meeting will be able to present their budget request.

- A member of an Official Student Club must schedule to 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 deliberate and review on the budget request. Clubs and Advisors will be informed via email after the deliberation on whether or not their request has been recommended.

Remember, the Student Senate reviews budget requests submitted by clubs and makes recommendations to the Director of Student Life for final approval.

Food Service

Student organizations may seek on-campus or outside vendors to provide refreshments for meetings or catering for events. Regular meeting club refreshment orders from Chartwells (in house caterer) must be submitted a minimum of 1 week in advance (7 calendar days) of the desired date of service to the Student Life Specialist. Failure to submit request in required time may result in loss of food service for desired event or meeting. Clubs also have the option of using an off-campus vendor for approved refreshments and be reimbursed.

Student clubs may also seek external catering if they have completed the budget process and been notified of approval for an event. Upon approval, the club must contact Mrs. Price (mia.price@montgomerycollege.edu) within 3 business days of approval and submit the external catering request. The event must be scheduled for 1 week in advance of the date that the external request is submitted.

Montgomery College regulations must be adhered to while hosting a fundraiser or when giving food items away during a special event. Please see the Student Life Specialist for more information.

For catering information or questions contact: catering@montgomerycollege.edu
Funds for snacks (light refreshments and beverages) will be available to official clubs for the academic year. Clubs must attend the monthly ICC Meeting in order to be eligible for reimbursement for snacks up to $30 (not to exceed this amount) during the following month. Receipts must be itemized and turned in after each month. If you would like to request snacks through food services, please see your Student Life Specialist.

All refreshments funds must be utilized by the last day of classes for the semester. Refreshment funding is intended to provide snacks for only club meetings. If a club needs refreshments for an event, activity or program, they need to go the submit a budget request to the Budget Panel.

Reimbursements

Unless prior approval is obtained, Student Life will not reimburse advisors or students for purchases made. Requests should be written or emailed to the Director of Student Life. Some exceptions may be considered at the discretion of the Director of Student Life.

Fundraising

Any clubs wanting to participate in fundraising activities must submit a Fundraising Form and have approval from Student Life prior to starting any fundraising activities on or off campus.

- No seed money can be provided for fundraising purposes.
- Money acquired through fundraising activities must be deposited in Student Life immediately following the fundraiser. The money will be deposited into the TP/SS Student Life fundraising account.
- Deposits need to be made by the club advisor or registered club member and must submit a deposit form along with the money to the Student Life Specialist.

Note: Opening accounts 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.

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, it is recommended that an officer of the club schedule an appointment with the Student Life Specialist. Also the club must:

1. Submit a Space Reservation Form to their advisor for signature.
2. The advisor must sign and submit the form to the Student Life Specialist by email or paper.
Reserving a Space on Campus

Registered student clubs may reserve the various campus spaces to host meetings, activities and/or events. The space reservation form can be either downloaded online or picked up from our office and submitted to the Office of Student Life.

- The request must be submitted **5 business days** for ST 214 (conference room) which is reserved through Student Life.
- For spaces outside of Student Life, **at least two weeks in advance (10 business days)**. However, it is recommended that clubs do so at least 4 weeks in advance to increase chance of availability.

Traveling off campus

Club members who are traveling off campus to a conference, meeting, activity, etc. must inform the Office of Student Life. Travel waivers must be signed and can be requested from Student Life staff. These waivers are needed for liability purposes. All waivers should be received and witnessed by signature by the advisor. Please submit the waivers to the Student Life Specialist **BEFORE** students go off campus. If you have any questions please contact the Student Life staff.

Copyright Information

Showing a movie as a student organization 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, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. Non-classroom use of a film at the college requires obtaining a public performance license for a fee. Please note that a budget request must be submitted 4 weeks in advance for such events. Please work with the your Student Life Specialist to clarify this legal requirement and obtain necessary licenses once the budget request is approved.

Disability Support Services

Montgomery College is an equal opportunity educational institution. 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 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 Student Life at 240-567-1482 (voice), or email Student Life specialist, Mia Price at mia.price@montgomerycollege.edu.
All club flyers need to be approved by Student Life before posting. Once approved and printed, they will be stamped by Student Life. Unstamped flyers will be removed and considered in violation of the club posting guidelines.

**Printing Flyers**

Student Life can print:

- Up to **100** black and white copies for each club for each event
- Up to **10** full color flyers for each event*
- 2 posters for each event

*please email your full color flyer to Mia.Price@montgomerycollege.edu in order for the office to print your request.

All requests need to be made **5 business days in advance** and the copies will be held in the Student Life, ST217.

### Club Guidelines for Posting Flyers

- All flyers must be approved by Student Life before posting
- Write out the name of the club and provide contact information
- Provide details and specifics such as the name and type of the event (ex. meeting, dance, workshop, etc.), date, time, and location
- All flyers **MUST** have the college logo or college name as well as disability accessibility clause
- Post **ONLY** on all open campus bulletin board locations (no windows, doors, walls, columns, bathrooms)
- Promptly remove flyers once activity ends

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**Club Event Bulletin Board**

All club event flyers that have been approved by Student Life will also be posted on the club bulletin board. Student Life manages the board and will post and clean the flyers off after the event has past.

Please email Mia.Price@montgomerycollege.edu with questions regarding this information.
The very first thing you should do as a leader is to get to know your advisor. Your advisor serves as a resource and mentor. It is important to establish a working relationship with your advisor. Discuss your mutual expectations, goals, and what direction you would like the club to take.

**Important issues to discuss with your advisor:**

1. The history of the club if it is known or exists. *If you are a new club, discuss how you will record the history of the club.*
2. Past events and programs and how successful or unsuccessful they were and why.
3. Montgomery College & the Office of Student Life policies and procedures and how they may affect your group.
4. What does your advisor expect from you and what do you expect from him/her?
5. How involved your advisor would like to be, especially regarding specific details of meetings and events.
6. What are the roles of the student leaders and the advisor in regards to working with the group?

**Topics to consider with your advisor:**

- Short-term and long-term goals
- Potential events and programs
- Budgetary needs and requests for the Budget Panel
- Agendas for upcoming meetings
- Setting date, time, and place for the meetings
- Filling out required forms
- Communicating with each other and the Student Life staff

**A Message to Advisors**

Although accepting a position as an advisor entails additional responsibilities and demands on your time, advising a student club brings satisfying returns and satisfaction, as you will have an opportunity to work with students outside of the classroom and outside of the office environment. Student Life is approaching these relationships from a wellness model and we hope that you will encourage our students to adopt a more balanced lifestyle. It is important for us as advisors to model, encourage and support life-styles conducive to good health.

In addition to the many faculty and staff members who act as advisors, a Student Life Specialist in the office will support you in your advisory role. The office provides clubs and advisors with guidance and assistance in all matters pertaining to events and programs. Should you ever have any questions or concerns, please feel free to stop by, call or email.
Advising a student club does not require an individual to take charge or run the club but an advisor certainly assists with the development of the students and the club as a whole. It is important that advisors recognize the autonomy of the group and view themselves as a guide or resource person. In recognizing the autonomy of the group, an advisor should also keep in mind that they have a large impact on the student group. View the relationship between advisor and club members as a partnership and make sure to communicate regularly with your advisor. The relationship of an advisor to a group will vary over time, with each club.

An advisor agrees to:

- Become familiar with the club constitution, the club’s history, purpose, and philosophy in order to provide continuity.
- Meet with club leaders on a regular basis to review the club’s goals and objectives and to assist in the determination of the club’s activities.
- Encourage students to participate and become actively engaged in the club’s activities.
- Discuss and review requests (i.e. events proposal, budget request, fundraising efforts, college services, etc.) and offer suggestions for effective decision-making.
- Make sure club officers and members are in communication with each other as well as the advisor. (i.e. exchange phone numbers, email address listserv, social media technologies, share office hours, and use of club mailboxes)
- Intervene as appropriate when member’s actions or proposals are counterproductive to the well-being of the group or the College and to inform Student Life of any situation(s) potentially needing intervention.
- Chaperone required on and off campus club events, programs and trips.
- Assist the President with the club officer election process during the spring semester so the club may continue its official status for the following academic year.
- Become familiar with the policies and procedures of Montgomery College as well as in Student Life and share this information with the club members.
- Attend special Club Advisor meetings or trainings (breakfast or lunch workshop, Advisor Roundtable, and others advisor meeting as requested by Student Life).

“Be the change that you wish to see in the world.”

Mahatma Gandhi
The Club Handbook is a compilation of Montgomery College’s Policies & Procedures as well as best club & organization practices used by local and national colleges and four year universities including:

- Carroll County Community College
- Chesapeake Community College
- The Community College of Baltimore County
- East Stroudsburg University
- Mills College
- Montgomery College
- Moravian College
- Paradise Valley Community college
- Suffolk County Community College
- University of Notre Dame
- Xavier University

*Along with standards from the Council for the Advancement of Standards in Higher Education (CAS)*

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<td><strong>Office Of Student Life</strong></td>
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<td><a href="http://www.montgomerycollege.edu/tpssstudentlife">www.montgomerycollege.edu/tpssstudentlife</a></td>
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<td><strong>The Excalibur Student Newspaper:</strong> To request advertising your meeting and events</td>
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<tr>
<td><strong>Campus Security:</strong> To request access to approved space</td>
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<td><strong>IT Help-Desk:</strong> For help with MC email</td>
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