



HCC CLUB STUDENT LEADERS AND ADVISOR TRAINING 2024-25



The following slides contain a brief summary of the information found in the Student Organization Guide.

Remember to fill out the Completion Form at the end so you get credit for completing the training.

2 TYPES OF STUDENT CLUBS

There are two levels of campus clubs – Registered Student Groups and Registered Student Funded Organizations

Registered Student Group (RSG) –

- 2 or more members
- Can have an advisor, but not required
- No budget, but can request funds from the Dean for a special project
- Cannot fundraise or use HCC transportation for field trips

Registered Student Funded Organization (RSFO) –

- At least 5 active members
- Must have an advisor
- Has a budget
- Can fundraise and use HCC transportation for trips
- Can have a social media presence under the HCC umbrella

WHO CAN BE INVOLVED WITH THE CLUB?

- **Active Students**

An Active Student is defined as a currently registered HCC credit student, a non-credit student who is currently registered in a workforce licensure program, or a currently registered HCC Program for Adult Literacy student who has demonstrated consistent enrollment, attendance and progress.

- **Club Advisor**

Advisors must be F/T HCC faculty or F/T HCC exempt-status employees

PLEASE NOTE:

1. **Former students, community members, and employees who are not club advisors can help with special club activities and initiatives, but cannot be members of the club.**
2. **Outside agencies can attend club activities to offer support, but a club member must be present at all times while agency is on campus.**

EXPECTATIONS OF ALL CLUBS

- Complete the annual registration process by submitting all required information to Student Activities, ideally by the third week of the fall semester
 - RSG/RSFO: Application/Renewal Form ([online](#))
 - RSFO: 2024-25 Prospectus ([template online](#)) emailed to Heather
 - RSFO: If any changes this year, email revised Constitution ([template online](#)) to Heather
 - RSFO: Confirmation by advisor and president that club training has been read and understood (link at end of this training)
- Maintain minimum number of active club members
- Follow the Student Org Guidelines found in the Club Guide
- Follow all HCC, federal, state & local regulations/laws
- Meet fiscal obligations incurred by the organization
- Put meeting space back to original tech, table and chair configuration

EXPECTATIONS FOR RSFO CLUBS

Each club's level of activity will be different depending on its purpose and student leadership. Successful RSFOs, though, should try to incorporate these practices throughout the year:

- Have a minimum of 5 members actively coming to meetings/events
- Have a regular way of communicating with members, and do it often
- Have a regular schedule for meetings, and have an agenda for each
- Attend the Club Fair each semester
- Plan at least one campus-wide event, one club event, one fundraiser for an outside organization, one fundraiser for the club
- Meet at a time the advisor is available to attend. The most successful clubs have active advisors. Advisors are required to attend at least one meeting
- Attend or delegate a member to attend the monthly SGA/Club meetings to keep up-to-date with campus life activities and collaboration opportunities. Meetings will be the third Monday of each month at 2:30 p.m. in STC-182

RSFO CONSTITUTION

- If you are starting a new Registered Student Funded Organization, the founding members should select the officer team. After the inaugural year, the club members should always follow the election process outlined in the Constitution.
- At the beginning of each academic year, the current club members should review the Constitution and if any revisions are needed, send the updated version to the Student Activities Office and post it on the club's webpage by emailing it to webmaster@hagerstowncc.edu. Be sure to include a link to your webpage in the request.

RSFO PRESIDENT and VICE PRESIDENT

Duties will vary by club, and will be defined in the club's Constitution. In general, though, the role of a club president will include:

- Prepare an agenda and preside over regularly scheduled meetings
- Keep the club's webpage/social media updated or delegate to another member
- Stay in regular communication with the advisor and Student Activities staff
- Appoint members to special committees as needed
- Lead the organization in a way that follows the club's Constitution and Prospectus
- Ensure club is following HCC's Code of Student Conduct and other college policies
- Attend monthly SGA/Club meetings or delegate a member to do so
- Meet monthly with the Student Activities Coordinator to review club activities/initiatives
- VP should be prepared to support and step in for president if necessary

RSFO TREASURER - BUDGETS

- Each RSFO receives \$100 at the beginning of the fall semester once paperwork is submitted, and spring semester when an updated roster is sent to Heather
- Additional funds may be requested by submitting the online event/activity approval form
- HCC funding needs to be used by June 30
- Earned income stays in the club account from year-to-year. **HAVE A PLAN TO USE THE MONEY, THOUGH** – it's not a savings account

CLUB BUDGETS (CONT.)

Budget money comes from Dean's Funds

- Use is initiated with the event request form
- Student Activities will assist with purchases (POs/Check requests)
- With approval, advisors can get reimbursed for purchases or get a cash advance. Members are not authorized to make club purchases and will not be reimbursed.
- Examples of what budget money can be used for:
 - Catering for events (Campus Catering = right of first refusal)
 - Registration or entrance fees
 - Travel
 - Speaker/performer fees

CLUB BUDGETS (CONT.)

Earned Income can be used for

- Meeting refreshments
- Promotional items
- Dues for national organizations
- Donations to non-profit agencies

NOTE: All club money should be used to benefit members and support the club mission. It cannot be used for classroom supplies or equipment, or put towards a member's required course expenses

FUNDRAISING

- You can fundraise for your club or for a non-profit agency, but you cannot fundraise for an individual
- Start up money for club fundraiser must be paid back into the club account before proceeds are distributed
- Have a goal in mind for your fundraiser. This is a great way to build teamwork, but don't do it just to establish a "nest egg" for the club – have a purpose for raising money
- Fill out the fundraiser approval form for permission early in the process

RSFO SECRETARY - COMMUNICATION

Communicating with your club members may be a challenge. Some clubs have their secretary take the lead on this. Try to be consistent with how you communicate so members can get into the habit of checking in.

- All HCC students have access to Microsoft Teams through Outlook
- Some clubs use Discord to communicate
- Include advisor in communication so they can keep up-to-date with club initiatives
- Minutes should be taken at each meeting, approved by the President, and sent to the HCC Webmaster to post on your club's webpage. Email is webmaster@hagerstowncc.edu. Please include a link to your club's webpage

ADVISOR'S ROLE

Club advisors serve as a resource for clubs, review plans to be sure they align with the club's prospectus and college mission, and help members build their leadership skills. It is the responsibility of the club officers to keep the club organized and running smoothly, but the advisor is expected to have an active role in the club's operations.

Advisor responsibilities also include:

- Verifying club election results
- Overseeing the budget and fundraising initiatives
- Supervising club events
- Organizing transportation for off-campus activities
- Taking care of catering needs
- Attending at least one club meeting each month

SOCIAL MEDIA

- Review social media guidelines on website – all accounts must be set up through the Public Information Office
- All posts must align with HCC's rules/regulations, but it is noted that content submitted by individuals does not necessarily reflect the thoughts or opinions held by the college
- Members and advisors cannot be required to use a club's social media, so another form of communication must be used as well to keep everyone updated on club happenings
- HCC does not consider Discord a social media platform

MEETING ROOMS/EVENT SPACES

Reserving a club meeting space can be done by the club advisor or by the Student Activities Office using Ad Astra on the HCC website. Clubs are not allowed to meet in a room without a reservation.

- Rules for room/space usage for meetings and events:
 - All tech equipment, screens, tables and chairs must be reset to the original configuration at the end of the meeting
 - Club members must leave the room/space at the end of the club's scheduled time
 - Be cognizant of classes and office space around your room and keep noise at a normal level. Student Activities can help the club find a space for louder activities/events if needed
 - Classes take priority over club meetings for classroom use. Therefore:
 - If a class is still meeting in the room when you arrive for your meeting, please be patient and wait outside until the instructor has dismissed the class
 - If an instructor arrives early to set up for their class, please end your meeting early and allow the instructor to have the space. Student Activities can help you find a different meeting room if this will be a regular conflict

MEETING ROOMS/EVENT SPACES CONT.

Spaces on campus that can be used for events include:

- ARCC gym (for several hundred expected attendees)
- Kepler Theater (seats 490) – minimum 50 expected attendees
- Outdoor Alumni Amphitheater (seats 670) – minimum 50 expected attendees
- BSH Auditorium (seats 100)
- The Merle Elliott Conference Rooms (seats 30 – 100)
- Student Center Main Dining (seats 120)

Please note for all spaces, except the Student Center and BSH auditorium:

HCC rents out these spaces, and if a group wants to pay to use the facility, the campus club may be asked to reschedule their event.

HOSTING AN EVENT

- Each club-sponsored event needs to be approved by the Student Activities Office and Dean's Office. Submit the online event approval form to get the process started.
- Once approved, as a club create a clear plan of action with duties for each member so everyone feels included in the planning process.
- Order campus catering at least two weeks in advance
- Have your advisor or the Student Activities Office reserve your space
- If held outside regular building hours, the club advisor must be present for the entire event
- If held outside regular building hours, campus police and maintenance must be notified at least two weeks in advance
- Promote your event through HCC's social media, weekly student mass email, posters around campus, a slide on the PowerPoint slideshow in the main dining area, and other unique ideas your club has. Get creative!

TRAVEL GUIDELINES

- **HCC Vehicles available:**
 - HCC buses (seat 28 – 45 guests, one with a restroom)
A minimum of 12 passengers is required to take a bus
 - Minivans (seat up to 7)
HCC Driver is available for \$25/hour
 - 5-passenger cars
- Advisor or approved substitute must accompany club
- Students are not permitted to drive HCC vehicles
- Overnight travel for conferences is possible if approved by Dean of Students
- If club is considering an off-campus trip, please read through details of off-campus travel in the Club Guide

RECRUITING MEMBERS

- Two club fairs are held each year – typically in mid-September and mid-February. This is a great way to talk to students and get a list of prospective members
- Clubs have had success with setting out their own info. table in the Student Center over lunch or in the LSC lobby. Or, if your club is major-specific, like IT Association, consider setting up a table where most students with that major take classes
- Organize an “Interest Meeting” and promote around campus with flyers, HCC social media posts, email announcements, and a slide on the PowerPoint slideshow in the cafeteria
- Word of mouth is always the best – have current members talk to classmates and friends about joining. Consider offering an incentive to current members who invite the most students to a meeting

RETAINING MEMBERS

- Agree early on how to best communicate with members, and be sure the club's leaders are communicating frequently
- Let all club members have input in the direction of club activities and initiatives
- Have a regularly scheduled meeting time, and send out an agenda in advance so members can prepare for the discussion (plus, it serves as a meeting reminder.)
- Be sure each member has a role to play in upcoming activities so they stay engaged
- Respect the time members are giving to the club and help club leaders stay organized and on task during meetings

CLUB RESOURCES

- Club Guide
 - Policies and procedures for HCC clubs
 - Advisor responsibilities
 - Club expectations
- Student Organization Webpage
 - www.hagerstowncc.edu/student-activities/student-organizations
- Student Activities
 - Heather – 240-500-2225, hbbarnhart@hagerstowncc.edu
 - Jennifer – 240-500-2602, jlhockenberry3@hagerstowncc.edu

CLUB RESOURCES

- **Catering**

- Find the form under Faculty/Staff, Food Services on the website:

https://www.hagerstowncc.edu/forms/food-services/catering-request-form?check_logged_in=1

- Form can only be accessed by an HCC employee (login required)
- Campus catering has right of first refusal – you must get permission from John Dankulich to NOT use HCC catering for your event

jadankulich@hagerstowncc.edu

- **Room/Space Reservation**

- Form can only be accessed by employees
- Use Ad Astra to schedule a meeting room. On the website, find the form under Faculty/Staff, then in the green box to the left click on Event Scheduling

<https://www.aaiscloud.com/HagerstownCC/Default.aspx>

TRAINING COMPLETION FORM

After you have read and understand the information in this training, please submit the completion form below:

STUDENT LEADER COMPLETION FORM: <https://www.hagerstowncc.edu/docs/club-officer-training-completion-confirmation>

ADVISORS COMPLETION FORM:

<https://www.hagerstowncc.edu/docs/club-advisor-training-completion-confirmation>