



Club Handbook

2011-2012

[Updated and Maintained by Student Life]

Red Rocks Community College
Club Handbook
February, 2011

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Congratulations!

We applaud your interest and effort in being engaged in Student Life through involvement in a Red Rocks Community College club. We have designed this booklet to provide helpful guidelines and useful information to assist you with your club's pursuits. The Student Life staff looks forward to working with you to find success in your future and/or existing club membership experience.

Office of Student Life

Club Contact Information

Program Coordinator 303-914-6547

Office #1566 (Student Center)

Initiating and maintaining club status, event planning, completion of club forms, leadership tips, processing approved funding requests, and scheduling Student Life/college space, publicity and marketing, club constitutions and member recruitment ideas.

Introduction and Purpose

Red Rocks is committed to your total learning experience, both inside and outside of the classroom. As a part of this experience, clubs are formed where groups of students can explore ideas and activities that support or supplement curricular and co-curricular interests. The Office of Student Life aims to enhance the college experience by supporting student clubs and organizations.

Your student government, the Red Rocks Student Government (in conjunction with the Student Life staff) reviews requests from students who want to form a new club and/or maintain an existing club and evaluates these requests to determine if the group meets the criteria set forth in this handbook.

Roles and Responsibilities of Student Clubs

The responsibility for initiating and maintaining a club, obtaining funding, managing and promoting club business/activities, and organizing a record of club history is strictly that of the student members, in cooperation with the club advisor.

One of the foremost goals of a student club should be to **foster** and **develop** student leadership abilities in organization, planning, communication, teamwork and accountability. Club members will find many rewards, both personally and professionally, as a result of **active** participation.

A Few Limitations...

Membership of official student clubs must be open to all fee-paying Red Rocks students. Participation in clubs is restricted to Red Rocks students ONLY.

A minimum of two officers (President and Vice President) is required. They MUST be currently enrolled in at least a minimum of 6 credit hours RRCC.

Clubs must consist of at least 5 active/current RRCC students, including President and Vice President, and an advisor.

Clubs may not require members to pay dues.

Clubs formed for the sole purpose of social activity (partying or eating) will not receive "official" club status unless they support and/or supplement an established curricular or co-curricular program.

Club meetings and/or events may not be scheduled during RRCC Official breaks i.e., Spring Break, Fall Break, Winter Break.

Initiation rituals, hazing and exclusionary processes are NOT allowed for any reason!

Benefits of Official Club Status

The primary reason clubs are encouraged to become officially recognized at Red Rocks is to maintain accountability, consistency and continuity within the college's framework. Clubs cannot be endorsed or supported by the college unless they follow the necessary steps for recognition.

There are numerous benefits for officially recognized campus clubs, including:

- Free promotion of club meetings and special events in the Student Life publications—the weekly *John Letter*, weekly Student Activities flyers, special promotional materials created upon request for posting and distribution; club contact information disseminated through Red Rocks website; and the college's logo and name authorized for use by the club.
- Please contact the Program Coordinator for your Club's flyer. Allow 2 weeks for the design and creation of your flyer.
- Free use of the college's facilities and grounds for club meetings and special events.
- Free snacks for club meetings and functions. Stop by the Student Life Desk to receive your allotment prior to your meeting.
- Student fee funding for projects, events and programs.
- Opportunities for member recruitment at New Student Orientation and other college events.

Starting & Maintaining a Club

STEP 1

Make an appointment

- Only currently enrolled students may initiate the process to form a new club.
- The Program Coordinator will talk to you about your proposed club and review the *Club Handbook*. This handbook includes the paperwork you need to get started as well as simple policies and procedures.
- The Program Coordinator can help recruit members through our Student Life publications if necessary.

STEP 2

ASSEMBLE MEMBERS AND ADVISOR

- President and Vice President must currently be enrolled in a minimum of 6 credit hours at RRCC.
- Each club must elect a leadership team to include, at minimum, a President and Vice President. Other officers may include Secretary, Treasurer, Public Relations officer, or other officers as the club sees fit.
- To start a club, the group must have at least five active members and an advisor.
- Members must be currently enrolled Red Rocks students who have paid student fees and are in good standing with the college.

- The advisor must be a currently employed full-time Red Rocks administrator, faculty or staff member. The Office of Student Life must approve the selected advisor.

STEP 3

ORGANIZE A MEETING

- Each proposed club must host at least one organizational or interest meeting. This is an opportunity to find other students who share the club's vision.
- The members can consider options for advisors.
- The group can elect officers.
- You can request that a Student Life staff member be present at your meeting to help you get organized. Just be sure to invite them at least a week before the meeting so they can arrange their schedule.

STEP 4

Submit your Appendix A (Club Recognition Form)

- The Club Recognition Form is designed to provide the Office of Student Life with important contact and club information specific to your organization.

STEP 5

Red Rocks Student Government Approval

- Once you have met with the Student Life staff, assembled your members and advisor, held an organizational meeting, elected officers and completed the Club Recognition Form, you are ready to ask the Red Rocks Student Government to recognize your group as an official campus club.
- Contact Mark Squire to be placed on the Student Government's business meeting agenda.
- At least one club officer **must** be present at the Red Rocks Student Government meeting to provide a brief description of the proposed club, including purpose, meeting information, event ideas, etc. Your advisor's attendance is encouraged.
- The Red Rocks Student Government will consider your presentation and ensure you have met all required criteria before voting on whether to give your group official club status.
- Once approved by the Red Rocks Student Government, your club can take advantage of opportunities designated for recognized clubs (see page 3).

Maintaining Your Club

The following steps are essential in maintaining recognized club status throughout the school year:

- Submit an updated Club Recognition Form (Appendix A) within the first four weeks of every semester (or immediately after election of club officers). You must notify The Program Coordinator if your club experiences a change in officers and/or advisor after the original semester's form has been submitted. You should also let the Coordinator know if your club is temporarily or permanently dissolved.
- **Set up a club email club via any mail host service i.e. RRCCfrisbeeclub@yahoo.com**
- Hold at least one meeting on campus, per month. All meetings must be open to all students.

- All official club meetings must be publicized through the Student Life office. Notice of club meetings will be posted on the club bulletin board and in the John Letter.
- Club meetings and activities are to be scheduled only within semester dates.
- Email your meeting minutes to the Program Coordinator within one week after the business meeting. If the club has more than one meeting per month, the minutes from all the meetings can be emailed at the end of each month. Minutes can also be dropped off at the Program Coordinator's office # 1566.
- Any changes to the club name must be submitted via a revised Appendix A and approved by Red Rocks Student Government.

NOTE: CLUBS THAT DO NOT FOLLOW THE MAINTENANCE REQUIREMENTS MAY LOSE OFFICIAL CLUB STATUS!

Continuance from semester to semester

Clubs who are active and meeting on a regular basis may want to continue to meet "as is" for the next semester (i.e., fall to spring, spring to summer). This may include current day, time and location or may opt to change day, time or location. Clubs will submit an APPENDIX B (Club Continuation Form).

- Forms must be turned in within TWO WEEKS prior to the end of the current semester
- This will offer the club the opportunity to schedule meeting rooms early
- Rooms will be reserved on a first come first serve basis

Ways to Maintain Great Communications

Vice President's Round Table

The monthly Round Table meetings are MANDATORY! The club President and/or Vice President are expected to attend each meeting. If neither are able attend due to class conflict or an unforeseeable circumstance, another club officer may attend with approval of the Program Coordinator. In addition, other officers are welcome to attend.

Advisors are encouraged to attend as well, but not required. A club may miss ONE meeting per semester. If a club misses more than one meeting, the club will lose official club status and will have to re-apply the following semester to obtain club status again. This group, chaired by the Red Rocks Student Government Vice President, shares news about club activities and projects, discusses funding and other issues pertinent to clubs, and explores avenues for collaboration opportunities.

Round Table meetings are not scheduled during the Summer Semester.

Email

Most communication between Student Life staff, club officers and advisors occur by email. It is the club's responsibility to frequently check all email accounts on file with Student Life. It's best to assign this responsibility to an officer who uses email regularly.

Roles and Responsibilities

Club Members

Membership in a club at Red Rocks Community College is a privilege that should not be taken for granted. Members are expected to conduct themselves in a mature and professional manner that creates a positive representation of the club, the student body and the college.

Club Officers

Participating as a club officer is a terrific learning opportunity for any committed student. Students pursuing a club office 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 student body.
- Be willing to schedule meeting space (See the Program Coordinator), promote and attend all club meetings and events.
- Maintain open lines of communication with all club members, the club advisor, the Student Life staff, and other appropriate college personnel.
- Ensure the requirements for maintaining a club are met in a timely manner.
- Attend the monthly roundtable.
- Understand the club's vision, and work with other members to define annual goals and objectives.
- Familiarize yourself with all policies and procedures as outlined in the *Club Handbook*.
- Identify an organizational process for managing business meetings—the most common practice is Robert's Rules of Order.
- Determine an avenue for compiling the club's legacy (history) for continuity of the organization from year to year.
- Arrange Audio/Visual requirements with the club advisor if necessary.
- Remember to ask questions when in doubt!

Club Advisors

By volunteering to serve as club advisors, Red Rocks employees can help students excel in a variety of areas. Although advisors don't have a vote, they are one of the most important components of a successful club. Individuals accepting an advisor position should consider the following suggestions for success:

- Meet with the Program Coordinator to review The Club Handbook and club advisor expectations.

- Attend at least 2 scheduled club meetings and/or events per semester. This may or may not include off-campus functions and conferences.
- Encourage club members to plan programs that make contributions to the educational and social needs of students.
- Assist club members in following procedures established for club continuity.
- Serve as a student advocate, role model and resource person.
- Familiarize yourself with all policies and procedures outlined in the *Club Handbook*.
- Maintain open lines of communication between the club, the Student Life staff and the college.
- Facilitate conflict resolution if problems arise between members.
- Remember to ask questions when in doubt!

Relationship Between Members and Advisor

A positive working relationship between the club officers, members and advisor is integral to the success of the group. The following suggestions may help foster that relationship:

- Schedule meetings at a mutually agreeable time for club officers, club members and advisor.
- Keep the advisor informed of all club meetings and activities, as well as progress in the development and implementation of proposed plans.
- Meet regularly with the advisor to brainstorm ideas, request feedback, seek advice and discuss problems.
- Recognize and appreciate the advisor's time and effort. Remember: advisors are volunteers!

Planning is the Key

It is important to plan ahead when making preparations for a club meeting or event. Club members are responsible for making all necessary arrangements. The Student Life staff is available to advise clubs on details if requested.

The following suggestions are general guidelines for meetings:

- Book a space for the function. Contact the Program Coordinator for details.
- A maximum of 2 hours per club, per week will be reserved per room. Additional hours or arrangements will be considered on a case by case basis.
- Assess A/V equipment and room setup needs. The club advisor is responsible for making all necessary arrangements with the A/V and Facilities departments.

- Assess advertising needs: contact the Program Coordinator for details.

When planning an activity or event, keep in mind the following **additional** requirement:

- Complete and submit an Activity Request Form at least three weeks before the event is scheduled to occur. If expenditures are needed—such as catering, entertainment, security, supplies, etc.—allow a minimum **FOUR WEEKS LEAD TIME**.

Club Funding and Fundraising

Funding for clubs comes from student fee money. Clubs do not automatically receive funding; they must request money, as they need it. The maximum amount of funding for the various categories is determined annually depending on budgetary factors. Club funding can be categorized in two ways:

- **Club funding:** Clubs may spend up to \$400 per fiscal year (July 1-June 30) to finance activities, equipment, supplies, etc.
- **Collaboration funding:** Clubs are eligible for additional money to finance campus activities and projects that they co-sponsor with the Office of Student Life.

It is important to plan ahead for your funding request in order to undergo the funding process:

- Discuss the activity or purchase at a club business meeting. **Ensure the meeting's minutes reflect a favorable vote by the majority of the members.**
- Complete the appropriate Funding Request Form and attach the meeting minutes to the form. Submit to the Program Coordinator, who will advise you on how to proceed.

PLEASE NOTE: REMEMBER TO SUBMIT YOUR FUNDING REQUEST AT LEAST FOUR WEEKS BEFORE YOU NEED THE MONEY.

Fundraising

Clubs may choose to raise funds to support special projects. The procedure is as follows:

- Discuss the fundraising proposal at a club business meeting. **Ensure** the meeting's minutes reflect the favorable vote by the majority of the members.
- Complete the Activity Request Form and attach the meeting minutes to the form. Submit to the Program Coordinator.
- The Office of Student Life, prior to the actual sale and/or event, must approve all fundraising proposals. Two weeks is sufficient if club funding is not involved.
- If club funding is involved, please allow **four weeks** in order to get the approval for funds.
- All money obtained from the fundraising activity must be submitted to the Office of Student Life within 72 hours of the fundraiser. Money obtained through fundraising can be spent on goods, vendors and in accordance with Student Life, College and State fiscal procedures. Money cannot be given to individual club members.
- Any money raised will remain in the club account as long as the club maintains official status.

Other important information about funding and funds to consider:

- At no time should club members or advisors purchase items for club use out of their own pocket. Reimbursement for such purchases is not permitted.
- All purchases using student fee money must be facilitated through the Office of Student Life. Any order placed by someone other than a Student Life staff member will not be funded.
- Clubs cannot establish or maintain off-campus checking or other banking accounts.
- All equipment and property purchased by the club is college property and reverts to the ownership of the Office of Student Life if the club becomes inactive.
- All expenditures must be voted on and approved by a majority of all active club members.
- Clubs must follow all college, state and federal fiscal rules.
- The club's officers and advisor are responsible for following these fiscal policies and should consult with Office of Student Life regarding any questions or concerns.
- **Late funding requests may not be accepted and processed.**

Additional Club Allocations

Clubs that volunteer their services for all-college events (New Student Orientation, the RRCC Annual Halloween event or any other optional event as determined by Student Life staff) may be eligible for an additional monetary allocation.

- Amount of allocation will be determined by Student Life Staff and awarded to the club based upon event and participation

Club of the Year Award

All active clubs will be eligible for "Club of the Year" as voted on by Student Government at the end of the spring semester. Clubs interested in being considered for the award will have the opportunity to present to Student Government. The presentation should contain club activities, events, collaborations, etc. and explain why the club should be considered for the award.

Red Rocks Student Government members will vote and one club will be awarded as "Club of the Year". The winning club will receive an additional funding allocation to their account. In the event Student Government is unable to select a Club of the Year, Student Life Director and Coordinators will select the winner.

Suspension and Grievance

When Things Aren't Working Right

If the Office of Student Life receives evidence that any club or club members are not observing club, Student Life, college, state, and/or federal policies/procedures, the staff has the right to take appropriate action. The following circumstances are examples:

- Recognition status may be suspended if the club does not fulfill its required steps for maintaining official club status.

- Recognition status may be suspended if the club does not adhere to the policies and procedures outlined in the *Club Handbook*.
- Recognition status may be suspended if the club or club members violate the Red Rocks Community College Student Code of Conduct outlined in the *RRCC Student Handbook*.

The Office of Student Life will present the club with a letter that states the exact nature of the violation and a recommendation for a course of action and timeline for the club to correct the problem.

Any organization that loses its recognition will lose its privileges and will no longer exist as an officially sanctioned club at Red Rocks.

An organization that has been declared suspended must resubmit a Club Recognition Form (Appendix A) before it can be considered for reinstatement by the Office of Student Life and the Red Rocks Student Government.

ALL OF US AT RED ROCKS COMMUNITY COLLEGE AND STUDENT LIFE WANT TO MAKE YOUR CLUB EXPERIENCE AS POSITIVE AS POSSIBLE. PLEASE FEEL FREE TO DISCUSS ANY QUESTIONS, CONCERNS OR COMMENTS YOU HAVE WITH THE PROGRAM COORDINATOR SO THAT WE MAY BETTER SERVE YOUR CLUB NEEDS!

Appendix A

CLUB RECOGNITION FORM

Semester/Year: _____

Name of club: _____

Purpose of club: _____

Day of Meeting: _____

Time of Meeting: _____

Location of Meeting: _____

Club
Email _____ **Email Password** _____

(For Club Advisor Access Only)

President _____ Student ID# _____

Phone # _____ Email address: _____

Vice President _____ Student ID# _____

Phone # _____ Email address: _____

Secretary _____ Student ID# _____

Phone # _____ Email address: _____

PR officer: _____ Student ID# _____

Phone # _____ Email address: _____

Other officer: _____ Student ID# _____

Phone # _____ Email address: _____

Club Advisor _____ RRCC Department: _____

Phone # _____ Email address: _____



Club Recognition Form continued/over

Appendix B

CLUB CONTINUATION FORM

Name of club: _____

Club will continue to meet from _____ Semester/Year To _____ Semester/Year

Current Day of Meeting: _____

Change Day of Meeting to: _____ (if applicable)

Current Time of Meeting: _____

Change Time of Meeting to: _____ (if applicable)

Current Location of Meeting: _____

Change Meeting Location to: _____ (if applicable)

Club
Email _____ Email Password _____
(For Club Advisor Access Only)

** Update any changes to officers as needed

President _____ Student ID# _____

Phone # _____ Email address: _____

Vice President _____ Student ID# _____

Phone # _____ Email address: _____

Secretary _____ Student ID# _____

Phone # _____ Email address: _____

PR officer: _____ Student ID# _____

Phone # _____ Email address: _____

Other officer: _____ Student ID# _____

Phone # _____ Email address: _____

Club Advisor _____ RRCC Department: _____

Phone # _____ Email address: _____

For Official Use Only

Date received: _____ Approved by: _____

CLUB FUNDING REQUEST

Name of Club: _____

Today's Date: _____

Funding for clubs comes from student fee money. Clubs do not automatically receive annual funding and must request money. Such club funding can be categorized in the following two ways:

- 1) **Club funding***: Clubs are eligible for up to \$400 per fiscal year to finance club activities and projects.
- 2) **Collaboration funding***: Clubs are eligible for additional money to finance campus activities and projects that they co-sponsor with the Office of Student Life.

***Maximum amount of funding will be determined by the Student Life staff.** Granting of funds will depend on the availability of funds, appropriateness of the request, and the benefit to the student body.

It is important to plan ahead for your funding request in order to undergo the FUNDING PROCESS outlined in the *Club Handbook*.

FUNDING REQUEST FOR:

- Activity (Activity Request)
- Purchase Items (Purchase Request)
- Collaboration (Collaboration Request)

NOTE: A COPY OF THE MINUTES REFLECTING CLUB APPROVAL OF THE ACTIVITY, EVENT OR FUNDRAISER MUST BE ATTACHED.

PLEASE ADD EXPLANATION FOR REQUEST BELOW:

CLUB PURCHASE REQUEST

Please provide the following information for each vendor you will be using so we can arrange payment:

Date Needed: _____

Requested For: _____

Name of Vendor/Retailer: _____

Name of Contact (if applicable): _____

Address: _____

City, State, Zip: _____

Web Site: _____

Phone Number: _____

Type of Item: _____

Price Per Item \$ _____

Total: \$ _____

Other:

Signature of Club President: _____	Date: _____
Signature of Club Advisor: _____	Date: _____

FOR OFFICIAL USE ONLY

Date received: _____ **Funds Available:** \$ _____ **Amount Approved:** \$ _____

Approved by: _____ **Date:** _____

CLUB COLLABORATION FORM

Complete this form and bring it to the Program Coordinator in the Student Life Office
Collaboration Guidelines

1. Activities offered in collaboration with Student Life must be open to all RRCC students.
2. Collaboration proposal must be submitted at least 4 weeks prior to event.
3. Proposals will be evaluated for appropriateness and affordability by the Student Life staff.
4. Student Life funding for collaborative events will be determined on a case-by-case basis.

Your Name _____ Today's Date _____

Event/Project Name _____

Date/Time/Place _____

Description _____

Estimated number of students to attend _____

Required funding	1. _____	\$ _____
	2. _____	\$ _____
	3. _____	\$ _____
	4. _____	\$ _____

TOTAL: \$ _____

Estimated cost per student \$ _____

Signature of Club President: _____ Date: _____

Signature of Club Advisor: _____ Date: _____

FOR OFFICIAL USE ONLY

Date received: _____ Amount Approved: \$ _____

Approved by _____ Date Approved: _____

