



**Club and Organization
Policy & Procedures Manual**

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Table of Contents

About this manual.....	3
Student Life Contact Information.....	3
Statement of Purpose.....	3
On Campus Resources available to all clubs.....	4
How to Start a New club.....	5
Criteria	5
Checklist.....	6
Approval Process.....	7
Club Status & Reactivation.....	7
Procedures for Budget Approval.....	8
Budget Preparation.....	9
Conference and Workshop Travel.....	11
Scheduling of Events.....	13
College Representatives.....	14
College Policies for Social Events	14
Student Organization Responsibilities.....	15
Tips for Successful Event Planning.....	15
Guidelines for Fundraising.....	16
Roles of Club Advisor.....	17
Definition of.....	17
Responsibilities of Advisor.....	17
Club President and Advisor.....	18
What Club President can expect of the Advisor.....	18
What the Advisor can expect of Club President.....	19
Effective Advising.....	19
Financial Considerations.....	19
Forms.....	20
Application for Recognition as an official Student Org.....	21
Sample Constitution.....	23
Statement of Goals & Membership Roster.....	25
Event Proposal.....	27
R25 room request.....	28
Student Travel Request for Authorization of Funds.....	29
Convention/ Conference Report Form.....	31

Manual for Clubs and Organizations

This manual is designed to assist student clubs and organizations in their development and will be updated annually. It contains rules, regulations, and suggestions concerned with all functions of student groups.

This manual will be available to those seeking to establish a college organization, as well as those looking for continued assistance in meeting their organization's goals.

Contact Information

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Statement of Purpose

The Student Life Office is the center of student activity on campus. To make the most of your college experience, the Student Life Office offers over 50 active clubs and organizations for students to participate in. Getting involved outside of the classroom helps students to develop communication, management and leadership skills. We offer a wide variety of student activities to suit the diverse needs, interests and backgrounds of our students. We also offer the Student Leadership and Development Program, which gives students the opportunity to learn to manage their weakness and capitalize on their strengths, cultivate working relationships with others, and examine skills such as decision making and problem-solving.

Where we are located: Larson Student Center, Building #8

On Campus Resources

Advertising

There are several methods to advertise for your club's event:

- OCC's **app**, which is available on the App Store and Google Play.
- Student Life **bulletin boards** are located throughout the campus and may be used to post approved flyers prior to an event. (approved in Student Life Office)
- The **Viking News** (student newspaper) offers advertising space and will publicize student events on vikingnews.org.
- **WOCC** (student radio station) will make announcements about upcoming events.
- Club events can be posted on the Student Life and OCC **websites**.
- An **Ocean Connect** announcement can be posted to all students with a request email sent to the Student Life Office.
- The college's **social media** sites can also be used with a request to Student Life.
- Information can be posted on the **TV Screens** in the lobbies of College Buildings with a request to the Student Life Office.

Audio/Visual Equipment

Some AV Equipment is available through the Student Life Office. The college's Media Department has additional equipment, which can be used with a request through Student Life. Requests must be received with at least 3-days' notice.

Hooper Avenue/College Drive Sign

The digital sign on Hooper Ave. may be utilized to publicize activities and events. This is handled through the College Relations Office. A request can be made to Student Life.

Club Offices

The club offices are located in the Student Center (Building #8). It has one main meeting room/common space with five smaller offices/meeting rooms for use for club business. These are shared spaces for all club leaders. The removal or rearrangement of the furniture and equipment in these spaces without the consent Student Life is prohibited.

Mail

All mail comes through the Student Life Office in the Student Center.

Mailing Procedures

Official letters from your club or organization should be mailed through the Student Life Office. Requests for envelopes and paper for mailings pertaining to approved activities can be made through the Student Life Office.

Photocopies

The black and white photocopier in the Student Life Office may be used by student organizations for official business only. There is a ten (10) copy limit for such use. If additional or color copies are needed, a request can be put through Student Life and will be sent out to the campus copy service. Copies take 48 hours to complete. *Electronic submissions of copy requests are welcomed and encouraged.*

How to Start A New Club

Criteria for a New Campus Organization

As you are considering the formation of a new organization on campus, certain questions should be answered regarding the objectives of the organization:

1. Is there a real need for the organization on campus or is there an existing campus organization that would serve the same purpose and objectives? If the group you are considering would only function for a short period of time, perhaps it would be better to channel the objectives in a direction that would assure continued student interest.
2. How would the organization result in constructive social development (character development) of its members?
3. Are there enough people (students and faculty) available and willing to work so that difficult problems usually encountered in starting a new organization can be overcome?

After careful consideration of these questions, a conference should be scheduled with the Student Life Office to discuss the proposed organization. The spokesperson or acting president should bring to this conference a list of prospective members and possible faculty advisor(s) as well as answers to the above questions.

When the approval of the Student Life Office has been granted, the proposed organization may begin the steps necessary to be recognized by the Associated Students of Ocean County College and the Student Life Committee. A summary of the required procedures for this process is located on the following pages.

Checklist to Become an Officially Recognized Student Organization

The following steps are necessary to begin the process of becoming an officially recognized student organization (a.k.a. club) at OCC:

1. Arrange an appointment with the Student Life Office to discuss your organization. Questions that will be asked include:
 - a. What are the goals of the proposed organization.
 - b. Is there a real need for the organization on campus or is there an existing campus organization that would serve the same purpose and objectives?
 - c. How would the OCC community benefit from this organization?
 - d. Are there other students on campus interested in being a part of this organization?
 - e. Have you spoken to a faculty or staff member about becoming an advisor?
2. Provide the Student Life Office a list of prospective members and officer candidates. It is recommended that all officers of clubs and organizations hold a cumulative grade point average of 2.0, "C."
3. Formulate your constitution. To become operative on campus, all student organizations must have a constitution compatible with the philosophy of the College and with Local, State, and Federal Laws. A sample constitution will be provided and the Student Life Office will be happy to assist in this creation of your constitution.
4. Select a faculty advisor(s). Every official student organization must have an advisor who will act as the representative of the College.
 - a. An advisor should be a full- or part-time faculty or staff member of the College. The advisor is chosen, usually by the student organization, after consultation with the Student Life Office in order to avoid duplication of invitations and overloading of an individual's schedule. In the event that an advisor is not selected by the student organization, the Student Life Office will assist in finding an advisor.
5. Establish a time and place for meetings.
6. Consider your budget. Once clubs have been approved by the Student Government and the Student Life Committee, they will have access to their starting budget of \$600. All clubs and organizations officially recognized at OCC shall be required to maintain an account in the Internal Banking System administered by the Student Life Office. Please refer to the budget section of the Student Life Manual for more information.

Approval Process to Become an Officially Recognized Student Organization

Once steps 1 – 3 of the checklist have been completed, the Student Life Office will begin the approval process with the Student Government and the Student Life Committee.

1. **Student Government:** The Student Life Office will share the proposed club constitution with the Student Government at the next available meeting. Members of the proposed club will be notified the date of the meeting so that they can attend to answer any questions that may arise.
 - a. The proposed club will be contacted after the meeting to clarify any parts of the constitution and/or answer any questions that the Student Government may have. These answers will be shared at a subsequent meeting.
 - b. If there are no questions from members of the Student Government, the constitution will be forwarded to the Student Life Committee for approval.

2. **Student Life Committee:** After the Student Government has given approval for the new organization, it will be forwarded to the Student Life Committee for review. If there are no major concerns with the proposed club, they will start the 6-month **Provisional Period***:
 - a. **Contingent Approval:** During this 3-month timeframe, the club will have time to tweak their constitution, determine procedures, recruit members, and answer any questions the Student Life Committee may have.
 - i. After 3 months, the updated constitution and procedures will be shared at a Student Life Committee meeting for review.
 - ii. If there are no questions or concerns from the Committee, the club will move into the final 3-months of the provisional period.
 - iii. If there are still concerns, the club will have another 3 months of contingent approval to address the concerns. During this time, they will work closely with the Student Life Office for assistance.
 - iv. If concerns are still present after having two contingent approval periods, the Student Life Committee may choose to not approve the club.
 - b. **Successful Completion:** After the 6-month provisional period, the Student Life Office will take a report of all club activities. After the completion of this report, and if no concerns are found, the organization will be considered officially recognized.

* Step 4 of the checklist, **securing a club advisor for the student organization**, must be completed *before* the organization moves out of the provisional period.

Determination of Club Status

The Student Life Office, in cooperation with the Associated Students of Ocean County College, will annually review and evaluate the status of campus clubs and organizations. A determination of a club's status will be made according to the following guidelines:

1. **Inactive Status:** A club will be deemed "inactive" if at least one year of total inactivity has been experienced. At this time, the club's charter will be placed on the inactive list until reactivation procedures have been fulfilled.
2. **Active Status:** A club will be deemed "active" if it experiences a reasonable amount of activity throughout the year. It will remain officially recognized with all rights and privileges.

Procedures for Reactivation

An inactive club or organization will be eligible for activation after the submission of the following to the Student Life Office:

1. A formal request for reactivation by the prospective members.
2. The filing of a completed Student Organization Membership Roster.
3. An active endorsement has been approved by the Student Life Committee.
4. After the completion of a 6-month provisional period, the Student Life Office will take a report of all club activities. After the completion of this report, the organization will be considered officially recognized.

Procedures for Club/Organization Budget Approval

1. The Student Life Office compiles budget requests from the student clubs in May of each year and submits them to the Student Life Committee.
2. The Student Life Committee reviews all requests and determines the distribution of available funds to each club. If there are questions, representatives from student clubs will be contacted.
3. All appropriations determined by the Student Life Committee are subject to review and ratification by the Vice-President of Student Affairs and the College President.
4. The Student Life Office will notify all Student Club/ Organization Executive Boards and Club Advisors in writing by August 15 of the respective year regarding their club budget appropriation.

Budget Preparation

Program & Club Planning

Please list the projects, activities, and events that your club either knows about or are considering for the coming year. Please include your fundraising events.

Bus trips for cultural, educational, or recreational purposes that are *open to the entire college community* do not get included in your club budget. Bus requests and advance purchase of group tickets will be funded and coordinated through Student Life.

Program & Club Expenses

To the best of your ability, please separate your program and club expenses into the appropriate line items. Expenses include speaker fees, refreshments, professional affiliations, event supplies, tech fees, and more!

Refreshments

This line item is for expenses related to light refreshments (ex. coffee/ cookies, cheese/crackers/fruit) for club-sponsored cultural, social, and educational programs *open to the entire college community*. With the exception of the first meeting each semester as a recruitment tool, funding of refreshments for regular club meetings is not permitted.

Equipment Maintenance

This is primarily for Student Media. Expenses related to maintenance and repair of any machinery and equipment owned or leased by your club are listed here. Please list the equipment in the program & club planning section.

Grunin Tech Fees

All events held in the Grunin Center will have tech costs associated with them. If you haven't held an event in Grunin in the past, please check with the Student Life Office for an estimate of what the cost will be.

Professional Affiliation

Expenses (such as membership dues) related to a *group affiliation*, not individual, with a professional state, regional, or national organization should be included in your budget.

Automatic Expenses

Certain expenses are automatically included in every club's budget. Below is a description of each expense.

Printing/Supplies

The Student Life Office can assist you with most printing and office supply needs. Throughout the year, you may request a maximum of \$150 for general supplies that are not available from the Student Life Office. Any publicity and printing needs are to be sent to the Student Life Office for approval. Please note that color copies have a 48-hour turnaround.

Recruitment/Welcome Week

A maximum of \$150 may be requested for recruitment of new members by club representatives during the first two weeks of the fall and spring semesters.

Interclub Projects

A maximum of \$200 may be requested for programs co-sponsored or supported by multiple student clubs throughout the year.

Miscellaneous

This \$50 line item is designed to allow a small amount of latitude in the budget.

Fundraising

All fundraising must be pre-approved by the Student Life Office and may only occur for a specific purpose. All money generated through fundraising activities must be deposited immediately in the club account and its use is restricted to the purpose for which the money was raised. Deposits are made at the Student Life Office.

Please Note

Conference & Workshop Travel expenses *should not* be included in your club's operating budget. These expenses should be listed separately at the bottom of the budget form. For now, please provide the anticipated total cost of the conference/workshop. You will provide more detailed information when you complete the travel form at least 6 weeks prior to the trip. If this is a new club trip, Student Life may reach out with questions prior to approval.

Frequently Asked Questions**Do I have to fill out the form every year?**

It is recommended, but not required. If the SL Office does not receive a revised budget, it will be assumed the club is requesting the same amount from the previous year.

What happens if an opportunity arises that we didn't budget for?

The club can submit the Special Funding Form with details of the program or activity that needs funding.

We will be sending students to a conference. Should those expenses be included in the budget we submit?

No! SL has a separate fund for conference and workshop travel. Please list an estimate of costs on the bottom of the budget request form so that SL can account for your conference in their overall budget.

Will our budget roll over each year if we don't spend the funds?

Funds from your club's yearly budget will not roll over into the next fiscal year. However, any money that is raised through fundraising activities will be placed in a separate account and will roll over each year. Stop by the Student Life Office if you have

questions about the difference between your yearly budget account and your fundraised account.

Conference and Workshop Travel

Students who would like to participate in a conference or convention must adhere to the following policies, procedures, and limitations governing conference and workshop travel.

1. **Value Statement:** A value statement must be submitted which outlines the rationale for attending a conference or convention. The rationale should indicate how the conference/convention relates directly to the goals, interests, and objectives of the club.
2. **Students in Attendance:** The number of students attending a conference or workshop should be limited to those necessary to accomplish the intended purpose. A ratio of two new students to one returning student is considered the minimum standard. All participating students and advisors must complete and sign the **“Travel Waiver”** form.
3. **Anticipated Expenses:** The anticipated total cost of the conference/workshop must be included with a club’s annual budget request. You will provide more detailed information when you complete the travel form **at least 6 weeks** prior to the trip. If this is a new club trip, Student Life may reach out with questions prior to approval. **Failure to plan for conference and workshop travel within your annual budget request will result in a limited potential for funding.**
4. **Reimbursement & Expense Limitations:** In order to be reimbursed, students must obtain *prior* written approval by from the Student Life Office and must submit receipts for expenses claimed.
 - i. **Registration:** Registration fees may not exceed \$495 per person, per conference/workshop. Exceptions are to be brought to the attention of Student Life for review.
 - ii. **Lodging:** No single rooms are permitted.
 - iii. **Meals:** In accordance with current College Policy, reimbursements will not exceed the following, inclusive of gratuities: \$50 for each full day, \$30 each partial day.
 - iv. **Receipts:** Receipts for all out of pocket expenses must be submitted within fourteen (14) calendar days upon return from the convention/conference to be eligible for reimbursement.
5. **Transportation:** Transportation must be via the most economical means at the least expensive rate. When traveling on official club/organization business via your own personal vehicle, you will be reimbursed according to the College’s mileage reimbursement policy to include tolls and parking costs. If a club advisor

is traveling with club members, a College-owned vehicle should be used whenever possible. Contact the Student Life Office to request a College vehicle.

6. **Authorization:** At least six (6) weeks prior to travel, a Student Travel Request form must be submitted to the Student Life Office for approval/disapproval.
7. **Convention/Conference Report:** All students attending a conference must submit this form to the Student Life Office within fourteen (14) calendar days upon return from the convention/conference.
8. **Cancellations:** Students who cancel after airfare has been purchased are responsible for the cost of any non-refundable ticket.

Note: Please be advised Student Life will not fund a student to attend the same national conference more than once.

Scheduling of Events

General Campus Events / Student Social Events

Social events sponsored by student organizations must comply with the following regulations if the college name is to be used by the sponsoring group. A student organization may not schedule or sponsor any on-campus event, indoors or outdoors, such as a meeting, concert, play, film, lecture, exhibition, social function, etc, before:

- a. Completing an **Event Proposal Form** and clearing the date and space availability with the Student Life staff.
- b. Having the **funds** to cover the costs (if there will be costs).
- c. Obtaining college **approval** through the Student Life Office for the handling of any funds accumulated through the charges or collections in connection with the event.
- d. College facilities are not available for private gain for off campus individuals or groups. In some instances, the college may allow recognized student organizations to use college facilities for fund-raising events.
- e. If event is outside of regular business hours (M-F 8 am – 5 pm) an Advisor or approved faculty/staff member is **required** to attend.

Outdoor On-Campus Events

- a. Facilities for outdoor events are available, but must be scheduled with the Student Life Office staff at least four (4) weeks prior to the event.
- b. It is unlawful to engage in any action that would impede the normal instructional or administrative process of the college or disrupt any normal college function. Such activities may be scheduled only in areas and at hours that will neither interfere with nor disturb classes or normal operations of any college offices.

How to Schedule a Meeting Room:

- a. Schedule with the Student Services Specialist in the Student Life Office. A room request will be placed in R25 and you will receive confirmation from the Master Scheduler. This should be done well in advance (minimum 2 weeks).
- b. Please vacate the room at the time initially indicated. If the meeting is to be cancelled, the Student Life Office should be notified as far in advance as possible so the room may be released for use for other purposes.

General Policies Regarding College Representatives

- College representatives are not required for on-campus events held during the regular business hours for the college. However, a student leader from the sponsoring organization should be charged with the responsibility of assuring appropriate conduct by all in attendance and for proper use of college facilities and equipment.
- A college representative must be present at any scheduled, recognized social activity on campus held by any student organization that would commence after 5:00pm Monday through Friday and all-day Saturday and Sunday.
- A college representative is defined as a faculty member or staff member of the college who serves on site as a monitor. The advisor of the group should be invited to serve as a college representative for its events, but the advisor is not automatically the college representative, and the group should not expect the advisor to serve in this capacity for all of its events.
- It is the responsibility of the student leader to contact and arrange for the college representative to cover the event.
- Since college representatives are expected for the duration of an event, they should be advised of the hours of the event in advance. Event/program times should be strictly observed, so that the college representative may be free to leave at the time agreed upon.

College Policies Pertaining to Social Events on Campus

- **Smoking:** Ocean County College is a smoke-free campus. This smoking prohibition extends to smokeless tobacco and electronic vapor emitting devices, as well as the smoking of any substance.
- **Alcoholic Beverages:** The use or possession of liquor on the college campus is strictly forbidden. If someone is found drinking an alcoholic beverage during an event, the college representative on site should be immediately notified.
- **Drugs:** The illegal use, possession, or sale of drugs is a violation of the law and existing college policy of Ocean County College. Individuals found violating the above regulation during any event will be brought immediately to the college representative on site, who will notify campus security. If necessary, campus security will notify local law enforcement agencies. A report will be submitted to the Vice President of Student Affairs who will recommend the appropriate course of action.
- **Medical Emergencies:** In the event of an emergency or an emotional distress situation during an event, **call campus security**. They can be contacted by ext. 2200 on a campus phone or by calling them directly at 732-255-0451.
- **Student ID Cards:** All students are required to have a valid OCC Student ID card. Cards are validated each semester in the Hub. Students should be prepared to present their ID card at any college sponsored function.

Student Organization Responsibilities

- An **Event Proposal Form** must be submitted and approved before any event takes place.
- The Student Life Office should be advised of any plans, within four weeks of the event to approve and coordinate the function with all college support services.
- The students responsible for the event should plan to arrive at least a half hour prior to the event. The students should remain in close communication with the college representative on-site and inform them immediately if any problems or issues should arise.
- The responsibility of maintaining order during an event and clean-up after the event is over lies with the sponsoring student organization.
- A postmortem meeting should be scheduled with the Student Life staff and the student leader(s) responsible for the event as soon as possible after the event has occurred. This will be helpful in planning future events.

Tips for Successful Event Planning

Questions to ask before launching a new event

1. Will the campus community like and respond to it? Does it include the “sizzle” needed to attract people? Will it produce the returns we have set as goals?
2. Do we have the resources and capabilities to carry out the event (budget, volunteers, staff, enthusiasm, time, and organizational ability)? Will it produce the returns we have set as goals?
3. Is the timing right? Does it conflict with other events happening at or near the same time?
4. Has the event (or something similar) been done at other institutions? How has it worked and what can we learn from it?
5. Does the event have staying power? Is it something we can launch and then expand year after year?

Taken from *Terrific Tips 2*

Basic Principles of Planning an Activity

- ✓ Brainstorm ideas
- ✓ Select a program that will cover broad student interest
- ✓ Consider the date, day, and best time of the week
- ✓ Advertising campaign: flyers, social media, etc.
- ✓ Decorations and Refreshments
- ✓ Technical and Transportation requirements, if any

Guidelines for Club Fundraising

Fundraising is an integral facet of student life, and the Student Life Office recognizes and supports the meaningful contributions that student organizations make both on campus and within the local community. Club fundraising is restricted to activities where the purpose is to raise proceeds for one of the following:

- To support activities or purchase materials that are consistent with the purpose of the student club (ex: conferences, field trips, supplies, tech fees).
- Be donated to a charitable organization or altruistic cause.

General Guidelines

- Clubs must contact the Student Life Office before beginning any fundraising activity.
- The name of the club and purpose of the fundraiser must be clearly visible during all fundraising events.
- Any proceeds from a fundraiser are to be deposited at the Student Life Office immediately following the end of the fundraiser.
 - If this occurs when the Student Life Office is closed, arrangements to drop off the money must be made in advance.
 - No club member is allowed to take fundraised monies home without prior approval.
- Due to college policy, Student Life is not able to reimburse for anything purchased for club activities, including fundraisers.
- Bake Sales are a popular activity for fundraising at OCC. Please note that we cannot reimburse club members for purchasing baked goods or purchasing products to make baked goods for bake sales from your club's operating budget.
 - Club members are welcome to purchase items and do baking for the bake sale, and then donate these items for the sale.
 - Alternately, club members can borrow the ShopRite card to purchase bake sale items using funds from their fundraised account.
 - With appropriate notice, the Student Life Office is able to provide letters to clubs to use to seek donations of baked goods from area grocery stores, bakeries, bagel places, coffee houses, etc.
- Students and club advisors are not authorized to sign contracts on behalf of Ocean County College. Clubs who are planning to use outside vendors/entertainment must submit the appropriate contract(s) to the Student Life Office.

Roles of the Club Advisor

The Advisor

The advisor should possess knowledge and skills useful to a particular group and a willingness to serve with commitment and enthusiasm. By accepting the advisorship, the advisor indicates his/her interest in the objectives of the organization and in the activities by which the organization plans to attain these objectives.

The Mutual Advisory Concept

“Mutual Advisory” means that individuals or organizations contemplating action, which may affect another person or group, should consult with one another before implementing their plans. This serves to keep all concerned persons informed, promoting better programs through improved communication. The group that follows this concept will be rewarded with improved interpersonal and inter-group relations and improved programs. The advisor can best see to it that the “mutual advisory” concept is applied. **All student activities and programs require consultation with the Student Life Office before any commitments, dates, contracts, expenditures, and announcements will be initiated.**

Responsibilities of Advisors

The nature of the relationship of the advisor to the group will vary not only with each organization, but from time to time within the group. However, in all cases, the advisor is not the leader of the organization; this is always a student.

Club advisors perform a vital role in insuring that the club experience will be meaningful to students. The most successful clubs are usually those in which the advisor takes an active interest in the group. It is essential that club advisors are fully aware of their responsibilities to be effective.

- Be responsible for providing continuity within the group from year to year.
- Assist in the training of new officers.
- Aid in the planning of the overall programs and generate realistic alternatives based on available resources.
- Encourage democratic functioning while being careful not to dominate the group.
- Be well informed on all plans and activities of the group through attendance at meetings and frequent consultation with the officers.
- Assist the President and Treasurer in the justification of all expenditures. Insure that the club budget is prepared and implemented properly.
- Assist the group in maintaining the current records required by the Student Life Office; for ex. membership rosters, meeting minutes, financial records, annual budget requests, program financial statements.

- Interpret for the group College philosophies and policies when assisting the group with the planning of its programs.
- Chaperone or monitor club programs in the evening or on weekends.

Contact with Advisor

Generally, contacts with the organization will take place in two settings: (1) discussions with the executive board, and (2) attendance at meetings and other group activities.

Responsibilities and Techniques for Advising the Club President

- **Agenda:** This is a good vehicle for discussion with the president and the planning of the agenda for the next meeting of the organization. This will not only provide a working structure for conducting the organization's meeting, but can serve as a point of departure between you and the president for the discussion of other areas.
- The president can make or break the organization. Their influence is and should be even greater than that of an advisor and they deserve a major share of your attention.
- Assistance to student leaders should include: fostering healthy attitudes concerning their role in the organization, and providing them with the sort of straightforward information they need to plan and carry out specific programs.

What the President Can Expect of the Advisor

- Assistance with advance planning, especially with regard to long-range goals and short-term projects.
- Information on the history of the organization and sources of information for the solution of problems of financing, scheduling and the like.
- Attendance at meetings and functions.
- Representation at staff and faculty meetings when the organization is involved.
- Help in the improvement of leadership techniques.
- Assistance in the evaluation and correction of committee action.
- Freedom to call you in times of emergency.
- Knowledge of the rules under which the organization operates and informing him/her of potential violations before they happen.
- Periodic meetings to review concerns that the president/ editor/ station manager may want to discuss.
- The assurance that you will function as **advisor** to the club and not executive officer.

What the Advisor Can Expect of the President

- Full and current information regarding the activities of the group.
- Copies of the agenda and minutes of each meeting.
- Consultation prior to the initiation of any major activities.
- A minimum of three (3) president-advisor meetings scheduled by him/her during each semester.

Some Thoughts on Effective Advising

- Point out factors bearing on the students' ideas, but don't squelch them.
- If an idea is unacceptable, try to present alternatives.
- Try to keep the meetings informal.
- If the president starts off by asking, "What should we do?" or "What do you think?" rephrase the question and hand it back to them. You are there to assist, not to solve the problems for the president.
- Encourage the president to take an occasional chance on some less proved members in delegating authority.
- Pause with the president periodically to evaluate their effectiveness as a leader.
- The advisor does not use the group to pursue their own self-interest.

Special Financial Considerations

- The advisor should be aware of the rules, protocols, and procedures governing the use of club funds.
- Club funds may not be used to provide refreshments at club meetings.
- Club funds can be used for refreshment only for special events, programs, and activities that are *open to the entire college community* and have also been specified as a line item request to Student Life.
- A club budget is for a fiscal year (July 1-June 30). Funds from your club's yearly budget will not roll over into the next fiscal year. However, any money that is raised through fundraising activities will be placed in a separate account and will roll over each year.
- Any money collected by an organization (fundraised, regional, national dues) should be deposited immediately in the organization's account through the Student Life Office.



Forms



Application for Recognition as an Official Student Organization

This form must be submitted to the Student Life Office with a copy of the proposed group's constitution.

Date: _____

Organization: _____

Type of Organization: Service: _____ Special Interest: _____

Recreational: _____ Academic: _____ Other: _____

Proposed purpose, objectives, and activities: _____

Faculty Advisor: Signature: _____

Print Name: _____

Proposed Dues (if any): _____ **per** semester/year. (circle one)

President: _____

(Print Name)

(Signature)

(Phone Number)

(OCC Student ID Number)



**Application for Recognition as an
Official Student Organization**

We, the undersigned members of the Associated Students of Ocean County College, hereby petition for the establishment of the organization described above and confirm that we will be members of the organization if it is approved.

<p>Signature 1. _____</p> <p>Print Name _____</p> <p>Student ID # _____</p>	<p>6. _____</p> <p>_____</p> <p>_____</p>
<p>Signature 2. _____</p> <p>Print Name _____</p> <p>Student ID # _____</p>	<p>7. _____</p> <p>_____</p> <p>_____</p>
<p>Signature 3. _____</p> <p>Print Name _____</p> <p>Student ID # _____</p>	<p>8. _____</p> <p>_____</p> <p>_____</p>
<p>Signature 4. _____</p> <p>Print Name _____</p> <p>Student ID # _____</p>	<p>9. _____</p> <p>_____</p> <p>_____</p>
<p>Signature 5. _____</p> <p>Print Name _____</p> <p>Student ID # _____</p>	<p>10. _____</p> <p>_____</p> <p>_____</p>

Action: _____

Director of Student Life Date

ASOCC President Date

Faculty Advisor Date

Date of Final Action



Application for Recognition as an Official Student Organization

Sample Constitution

Article I	<u>Name and Purpose of the Organization</u>
Section 1	State the name of the organization
Section 2	State the purpose of the organization
Section 3	State whether there is an affiliation with a State, Regional, or National organization.
Article II	<u>Membership</u>
Section 1	State who may belong; shall be accessible to all full time and part-time students upon payment of Student Activities Fees in said semester.
Section 2	State how membership shall be elected.
Section 3	What vote is required.
Section 4	State the penalties imposed for the neglect of duties and/ or nonpayment of dues.
Article III	<u>Officers</u>
Section 1	Designate the officers, president, etc.
Section 2	Define the duties of the officers.
Section 3	Define the date of election, length of term of office, and method of election.
Article IV	<u>Meetings</u>
Section 1	State how often meetings shall be held.
Section 2	State the provisions of special meetings.
Article V	<u>Executive Board</u>
	State who shall comprise the executive board.

Sample Constitution (continued)

Article VI	<u>Committees</u>
Section 1	State the names of various standing committees. (Use separate headings if the duties are considerable.)
Section 2	State the means of forming special committees.
Article VII	<u>Parliamentary Authority</u>
	State textbook the will be used as a reference guide by the organization.
Article VIII	<u>Quorum</u>
	State the number of members needed for the quorum.
Article IX	<u>Amendments to the Constitution</u>
Section 1	State the method of amending.
Article X	<u>Organizational Monies</u>
	All monies of the organization shall be kept in the Internal Banking System maintained in the Office of Student Life. (State who will be allowed to withdraw funds.)
Article XI	<u>Organizational Operations</u>
	This organization shall abide by all applicable rule and regulations of Ocean County College and under the privileges of the Student Government Association and the Student Life Office.

Note: Please submit a hard copy along with an electronic copy to the Office of Student Life.



**Student Club/Organization
Membership Roster**
Incoming Officers

Name of Club/Organization: _____

Name of Club Advisor(s): _____

What is the purpose of your club? _____

What are the Club's Goals & Objectives for the coming year? What do you hope to accomplish? _____

CLUB PRESIDENT: _____ STUDENT ID# _____

HOME ADDRESS: _____

PHONE: (_____) _____

EMAIL: _____

VICE-PRESIDENT: _____ STUDENT ID# _____

HOME ADDRESS: _____

PHONE: (_____) _____

EMAIL: _____

SECRETARY: _____ STUDENT ID# _____

HOME ADDRESS: _____

PHONE: (_____) _____

EMAIL: _____

TREASURER: _____ STUDENT ID# _____

HOME ADDRESS: _____

PHONE (_____) _____

EMAIL: _____



**Student Club/Organization
Event Proposal Form**

If event is approved, facilities request
form must be submitted.

Club Name: _____

What is the event? _____

Why are you having this event? _____

Target Audience for Event (circle): OCC Students Faculty/Staff General Public

Day & Date of Event: _____ **Location:** _____

Event Time: _____ am/pm **until** _____ am/pm **Set-up Time:** _____ am/pm

Have you submitted a room request (R25 form)? Yes ___ No ___

Would you like this event promoted on social media? Yes ___ No ___

Member in charge of event: _____ **Phone #:** _____

Email: _____

What are your estimated expenses? (for ex. Speaker fees, refreshments, decorations)

Names of Confirmed Volunteers

Set Up: 1 _____ 2 _____

3 _____ 4 _____

Publicity: 1 _____ 2 _____

3 _____ 4 _____

Event Staffing: 1 _____ 2 _____

3 _____ 4 _____

Clean-Up: 1 _____ 2 _____

3 _____ 4 _____

Are you committed to attending this event?
(Circle response) YES NO

Are you committed to attending this event?
(Circle response) YES NO

Club President Signature Date

Club Advisor Signature Date



25Live Room Request
Submit to the Student Life Office

Complete this form to request a room on campus for a club sponsored meeting, event, or activity. You will be notified within 48 hours of confirmation receipt for your room reservation.

Date submitted: _____

Club/Org.: _____

Type of Event: _____

Date(s): _____
(Day & Date)

(When requesting multiple dates list each date)

Times: Start: _____ End: _____

Submitted by: _____

Email: _____

Phone # or ext.: _____

Comments: _____

For Office Use Only

Date request submitted in R25:

Reference Number:



**Student Travel Request for
Authorization & Funds**

Must be filed **6 WEEKS** prior to event.
Instructions located below.

Club/Organization: _____

Conference/Convention: _____

Dates: _____ Location: _____
(include departure & return dates) (city and state)

Reason for Attendance: _____

A. Students Attending: (attach additional sheet, if needed)

Full Name	Student ID # REQ'D	Home Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

****INSTRUCTIONS****

a) Request to travel must be submitted and authorized by the Director of Student Life BEFORE any monetary commitment is made. Plan early for best travel & hotel accommodations. b) Late registration fees WILL NOT be paid through use of student fees. c) A Conference/Convention Report Form must be filed at the conclusion of the trip by each student attending. d) Students MUST submit receipts for ALL expenses upon conclusion of the trip to the Office of Student Life. e) The Student Life Committee WILL NOT fund a student to attend a national conference/competition/event more than once for the same club.

B. Itemized Expenses:

Registration Fee: \$ _____ x _____ people = \$ _____
\$ _____ x _____ people = \$ _____

Hotel Name & Fed Tax ID#: _____

Room Rate: \$ _____ /night for _____ nights for _____ people = \$ _____
\$ _____ /night for _____ nights for _____ people = \$ _____
\$ _____ /night for _____ nights for _____ people = \$ _____

Meal Reimbursement:

_____ Partial Days of Travel @ \$30.00 _____ x _____ people = \$ _____
_____ Full Days of Travel @ \$50.00 _____ x _____ people = \$ _____

Travel: (*per person cost of airfare, train, bus, shuttle, mileage reimbursement, etc.*)

\$ _____ x _____ people = \$ _____

\$ _____ x _____ people = \$ _____

OR

Mileage _____ miles @ 0.70 cents/mile = \$ _____

C. Additional Notes: _____

TOTAL FUNDS REQUESTED FROM CONFERENCE BUDGET:

\$ _____

SIGNATURES ARE REQUIRED BELOW TO APPROVE TRAVEL

Club President Authorization

Date

Club Advisor Authorization

Date

Director of Student Life

Date



Conference/Convention Report
To be completed by all students attending
conferences and/or conventions.

Name: _____

Conference Attended: _____

Dates: _____

Purpose of Conference: _____

1. Provide a brief description of each workshop attended:

(Continue on the reverse side, if necessary)

2. How will you apply what you learned at the conference at OCC?

(Continue on the reverse side, if necessary)

This form must be submitted to the Office of Student Life
Within 14 Days of the date(s) of the conference/convention.
Attach ALL receipts for reimbursement to this form.

