



Dear Student Club Officers,

Congratulations on your election to a leadership position within your student club! This not only demonstrates your commitment to contributing to your club and Black Hawk College, but also indicates your peers' respect and belief in you as a leader. We hope you find this manual helpful to you as a student leader. We have included an explanation of important Black Hawk College policies and procedures and a review of important campus resources.

Being a student leader isn't always easy. So when you have questions or experience challenges as part of your leadership position, please feel free to come meet with me so that I can help to advise, assist or serve as a sounding board for you. Remember that even with the challenges; serving in a leadership position is a fulfilling experience from which you will learn much about yourself and others. It will definitely prepare you for leading in your future career, community and citizenship roles.

I wish you and your student club the best this coming year.

Sincerely,

Tiffany Hamilton, M.Ed.  
Coordinator of Student Engagement  
Black Hawk College  
[hamiltont@bhc.edu](mailto:hamiltont@bhc.edu)  
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## Quick Reference Sheet

### Important Contact Information for Student Clubs

<b>What/Where</b>	<b>Who</b>	<b>How</b>
To reserve the gym or Building 4 (Hawk's Nest, Restaurant, Conference Rooms 1 & 2)	Beth Klauer	Club advisor must send e-mail to <a href="mailto:klauerb@bhc.edu">klauerb@bhc.edu</a> or call 796-5601 (Athletics & Hospitality).
To reserve classrooms anywhere around campus	Lisa Oberg	Club advisor must e-mail <a href="mailto:obergl@bhc.edu">obergl@bhc.edu</a> or call 796-5304.
To request setup (bleachers pulled out, tables, chairs, trash cans)	Beth Klauer	Club advisor must send e-mail to <a href="mailto:klauerb@bhc.edu">klauerb@bhc.edu</a> with exact setup request or send through campus mail.
To request laptops, power point projector, movie screen, sound system	ITS (Mike Winter will help you)	Club advisor must e-mail <a href="mailto:5555@bhc.edu">5555@bhc.edu</a> or call 796-5555.
To request information be put in the announcements on myBlackHawk or to put an event on the college's online Calendar of Events	Holly Smith	Club advisor or student must complete the Announcement Request Form or Advisor completes Public Relations Request Form in myBlackHawk (under Employees tab).
To request information be put on the club web page	Angela Hunt	Club advisor must complete the Website Request Form in myBlackHawk (under Employees tab).
To request information to be put into Chieftain (student newspaper)	Chieftain editor or Chieftain Advisor	Club advisor or student must send e-mail to <a href="mailto:Chieftain@bhc.edu">Chieftain@bhc.edu</a> .

### Summary of Important Forms and When to Use Them

**Note:** Forms can be obtained from the Student Life Office or online at [www.bhc.edu/studentlife](http://www.bhc.edu/studentlife).

- 1. Event Registration Form:** Used to reserve any space on campus for an event and/or program. This form should also be used to reserve a table in the Hawk's Nest and to inform the Student Life Office of off-campus events and meetings you are holding (see pages 12-13).
- 2. Event Summary Evaluation:** Used after every major event and fundraiser to assess the program or fundraiser. This evaluation will help you with future planning for your club. Your club should keep it for your records. The Student Life Office is also willing to file it in your club's folder (see page 14).
- 3. Club Budget Request Form:** Used when a club wishes to request funding from the Student Leadership Council account to fund special events, activities or purchases (see pages 16-17).
- 4. Club Registration Form:** used when a group of students is interested in starting a new or reactivating an existing club/club recognized by the Student Leadership Council (see page 19-20).
- 5. Club Advisor Agreement Form:** Used when a new or reactivated club/club finds their club advisor they have chosen (see page 21).

## Expectations and Requirements of Student Clubs

### Student Club Constitution and Bylaws

Each student club should have a copy of its updated constitution and bylaws on file in the Student Life Office. Please note, there are several things that are required in all student club constitutions. (Please refer to page 20 for a sample constitution.) If your club's constitution does not include the features in bold, then it is suggested that a constitutional update occur. This should be completed by the end of the fall semester. If you change your constitution, please provide the changes to the Student Life Office immediately for approval.

### Club Officer Elections

The selection of officers is important to sustain the club's purpose, goals and objectives, and when planning events and activities. Each club will have its own election process that is fair and open. There are two models that can be applied:

1. Club members can appoint officers or
2. Conduct a formal election process where candidates' campaign for a position and club members cast a vote for their choice

The election process needs to be completed and a listing of club officers needs to be submitted to Coordinator of Student Engagement as soon as possible.

### Workshop & Meeting Attendance

#### **Inter-Club Council (ICC) Meetings**

The ICC is a **required** monthly combined workshop and roundtable meeting where club representatives gather to collaborate, support one another, share information and gain leadership skills.

Two (2) club members are required to attend each ICC meeting. If club membership is under five (5), then one (1) representative is required to attend. Clubs who do not attend meetings will be unable to request budgetary funds.

If a club does not attend each ICC meeting, then the ICC chair or a ICC committee member will contact the club to find out why the club was not represented at the meeting.

### Club Status Terminology

#### **“Active Club” Status**

A club that is attending all ICC meetings and holding regular club meetings throughout the semester is considered an “active club”.

#### **“Pending Club” Status**

A club that is not attending all ICC meetings and holding regular club meetings throughout the semester is considered a “pending club”. Pending Clubs are unable to request budgetary funds, hold club sponsored events, or create marketing materials until after they work with the Student Leadership Council to make up for missing required workshops or meetings.

#### **“Inactive Club” Status**

A club that is not attending all ICC meetings and not holding regular club meetings throughout the semester is considered an “inactive club”. Inactive clubs are unable to request budgetary funds, hold club sponsored events, or create marketing materials until after they submit the appropriate paperwork to reactive their club status through the “Starting a Club” process on page 18.

## Student Club Guidelines

### Contracts

Students may not enter into contractual agreements on behalf of Black Hawk College or their club. **The Student Life Office and the Vice President for Student Services must approve all contracts before an event can be held or payment can be made.** All contracts should be approved by the club advisor and turned into the Student Life Office **at least three weeks prior** to the program or event to allow time for approval.

### Financial Information

Student clubs are expected to keep an accurate record of the financial activities of their club. **All transactions**, including deposits and requests for money, need to be signed off by the club advisor and/or the Coordinator of Student Engagement.

### Movies

Student clubs must purchase a license to show movies to their club members or campus community in order to avoid copyright infringements. The price for the license will vary depending on how the movie is going to be used, how many people plan to attend, and whether admission is charged. Please contact the Student Life Office to get license prices. If movies are shown for educational purposes, there is an organized discussion following the movie, and there is **NO CHARGE** for admission to watch the movie, then a club has options to show movies. Please contact club advisor and/or the Coordinator of Student Engagement for more details.

### Off-Campus Events (Workshops, Conferences, etc.)

If your group is attending a workshop, conference, event, etc. that is off-campus, you must review and complete a BHC Student Travel Packet. You can download this packet online at [www.bhc.edu/clubsqc](http://www.bhc.edu/clubsqc).

### Paraphernalia

SLC allocations may be used to purchase T-shirts, however, clubs must have all paraphernalia designs (tote bags, T-shirts, etc.) reviewed and approved by their advisor and the Student Life Office before they can be printed. **When using the college logo, you must contact the BHC Marketing and Public Relations Department for specific rules and regulations regarding the use of the college logo.**

### Posting Policy Guidelines

The Student Life Office must approve all forms of advertisement that are posted on campus. It is strongly recommended that when using photocopied fliers the original copy be stamped before additional copies are made. Also, no postings may be placed on glass, painted surfaces, elevators, brick walls, etc. Any club that does not comply may face repair costs for damages done to these surfaces. For complete rules and regulations about posting on campus, please refer to your Student Handbook.

### Bulletin Boards

The Student Life Office assigns bulletin boards to each of the clubs that request one. Clubs that are assigned bulletin boards are required to maintain their assigned board and update it on a regular basis.

### Student Club E-mail

Each student club should have an e-mail address. This e-mail address will serve as a way to distribute information to other clubs, as well as a way to receive important announcements from the Student Life Office. **Please check your e-mail at least once a week.**

## **Student Club Guidelines (continued)**

### **Student Club Social Media**

Anyone starting a social media page (Facebook or other) or blog representing a Black Hawk College club **MUST** consult the Marketing and Public Relations Department in advance with their intention of use. BHC social networking pages will have a minimum of two administrators assigned (including one Student Life staff member). If an administrator leaves the college, he/she will be removed as a page administrator and another administrator assigned.

### **Solicitation Policy**

All fundraisers (both on and off campus) must be approved by the club advisor and/or Student Life Office, and if necessary, by the Vice President of Student Services. Solicitation Forms are available in the Student Life Office and must be approved before any advertising of the fundraiser may be done.

### **Subway and Student Clubs**

Subway partners with the college to provide all of your on-campus food service needs – 100% of all proceeds from Subway goes into the Auxiliary Services account. The Auxiliary Services account provides all of the funding for student activities. Supporting Subway directly supports your club.

Per the contract, Black Hawk College will give Subway first option to cater any and all internal events. If Subway is unable to provide the services requested at fair market price, Black Hawk College is free to cater from outside sources.

Please contact Kaye Quick, Director of Auxiliary Services, at [quikk@bhc.edu](mailto:quikk@bhc.edu) with any questions, concerns, complaints or compliments regarding Subway or its contract. If your club would like to partner with Subway on fundraising, please also contact Kaye Quick.

**\*\*Please remember that if you are *not* purchasing your food items through Subway your club is responsible for providing your own cups, napkins, plates, utensils, etc.\*\***

## Advertising

**Come by the Student Life Office to have your club promotions stamped for approval.  
Please refer to the Posting Policy on page 6.**

### **Some places to distribute fliers:**

1. Bulletin boards located in tunnel between Buildings 1 and 4
2. Bulletin boards located in stairwells in all buildings
3. Bulletin boards located in bridge between Buildings 1 and 4
4. Bulletin boards located in bridge between Buildings 4 and 3

### **Where you may NOT post:**

1. Glass (doors/windows)
2. Painted surfaces
3. Elevators
4. Brick walls

## Fall Festival and Spring Fling

The Student Leadership Council holds the Fall Festival (end of September) and Spring Fling (end of April) each year. This is a great way to inform the campus community about your club. You can register to reserve a table to promote your club at these events by visiting the Student Life web page under the “Student Activities” tab.

## Display Board in Lower Lobby

In an effort to help clubs become more visible to the campus community, the display board in the lower lobby of Building 1 can be used for your club to display information. You can use the board for one week each semester.

## Sidewalk Chalk

Sidewalk chalk may *only* be used on sidewalks in areas where the rain will wash off the chalk. Do not use chalk on steps that are underneath pavilions, etc.

## Table Tents

All fliers displayed on tables in the upper lobby of Building 1 and Hawk’s Nest must be placed in the sign holders provided by the Student Life Office. Only recognized student clubs and college departments are permitted to display fliers. Please bring your fliers to the Student Life Office. E-mail [hamiltont@bhc.edu](mailto:hamiltont@bhc.edu) one week in advance to reserve the sign holders for your student club.

## Cosponsor Events

All clubs have the opportunity to cosponsor events with the Student Life Office. On average, the Student Life Office hosts one event per week where clubs are able to advertise their club throughout the week and during the event. If you are interested in taking advantage of this opportunity, please e-mail [murphy@bhc.edu](mailto:murphy@bhc.edu) as soon as possible.

## Mini Club Fairs

The Student Life Office will host Mini Club Fairs throughout the year to provide clubs with the chance to showcase what their club has to offer. Contact [murphy@bhc.edu](mailto:murphy@bhc.edu) to learn more about specific dates and times.



## Student Life Office Resources

### Staff Accessibility

The staff members (work-study students and professional staff) in the Student Life Office maintain an open-door policy. You are encouraged to come by the office with questions about planning programs, handling funds, or any other issues that may arise. Appointments are encouraged and may be scheduled with the Coordinator of Student Engagement via e-mail at [hamiltont@bhc.edu](mailto:hamiltont@bhc.edu). If a staff member is unavailable, please leave a message and/or your paperwork in the mailboxes located on the Coordinator of Student Engagement's office door.

### Leadership Resources

The Student Life Office has access to a variety of leadership opportunities and resources. There are several magazines that come into the Student Life Office that may be of interest to you. In addition to these resources, there are opportunities for leadership development through participation in the Passport to Leadership Program, as well as the Inter-Club Council workshops and meetings that occur every month during the academic year. For more information on these workshops and other resources, stop by the Student Life Office.

### Supplies and Equipment

The Student Life Office also stocks butcher paper, markers, paints and other supplies for student clubs. You may also use the computers available in the office to work on student club minutes or publicity. Additionally, there is a printer available in the Student Life Office if your club has a need to print fliers, minutes, etc. (within reason).

### Student Life Conference Room

Your club may reserve the conference room – located in the Student Life Office (Building 4, Room 202) – by e-mailing the Student Life Office at [hamiltont@bhc.edu](mailto:hamiltont@bhc.edu).

### Website

You have 24-hour access to all Student Life Office forms on the college's website. Simply visit [www.bhc.edu/studentlife](http://www.bhc.edu/studentlife).

## Campus Facility Scheduling Guidelines

Each club is responsible for filling out an Event Registration Form, which is available in the Student Life Office or on the Student Life web page. **Please turn in the Event Registration Form two weeks before your event, meeting or program.** A completed copy of the Event Registration Form will be kept in the Student Life Office. The original form should be retained by the club. It should be available during the event to serve as verification of registration. **All events (both on and off campus) must be registered and approved by your club advisor and the Student Life Office.**

### **Event Registration/Facility Reservation**

**Step 1: Complete an Event Registration Form and submit it to the Student Life Office.** Forms may be submitted in person or online. This form must be filled out completely in order to receive approval.

Note: Reservations should be made at least two weeks prior to an event. Clubs that do not reserve spaces and obtain proper approvals may be subject to the loss of room reservation privileges on campus.

**Step 2: You will be contacted by the Coordinator of Student Engagement by e-mail or phone when approval of your event has been confirmed.** Once the Event Registration Form has been submitted to the Student Life Office, the Coordinator of Student Engagement will then contact your **club advisor and Subway for approval.**

*\*An exception is the Student Life Conference Room which is reserved solely through the Student Life Office.\* Please keep in mind that you will receive confirmation only when all of the appropriate departments have given their approval. **You should not publicize your event until approval has been confirmed.***

**Step 3: Contact Facilities Department for approval on any setup requests for your event.** A copy of your confirmed Student Event Registration Form will be submitted to the Facilities Department by the Student Life Office. You will receive instructions from the Student Life Office, specific to your event, letting you know how to finalize setup arrangements.

Please note: Setup Requests Forms must be submitted to the Facilities Department two weeks prior to your event. *If you have any questions as to whether your event requires a setup request, please utilize the contacts listed on the following page.*

**Step 4: Contact Subway if you are planning to serve food at your event.** Due to the contract between Subway and the college, Subway must be given the opportunity to provide all of your club's food services needs. If Subway decides not to complete your order you may then use another vendor. However, you must remember to go to them every time and understand that their decision may change with future orders.

### **Canceling events:**

- ✓ Contact the Coordinator of Student Engagement to release the space via e-mail.
- ✓ Inform each department on the Event Registration Form of the cancellation. **It is especially important to obtain a cancellation signature from Subway. If you do not, you will be subject to charges for the food prepared for the canceled event.**

# Event Planning Checklist

Use this basic checklist to assist your club in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything gets covered!

Name of Event: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Event Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BRAINSTORMING

- Will the event work?
- How many people do you need to make the event happen?
- Does the event serve a need previously not met on campus?
- Do we have the resources to make it happen?

## BUDGETING

- See sample budget planning sheet (attached)

## SCHEDULING

- Officer in charge: \_\_\_\_\_
- Talk with the appropriate room reservation office
    - What size room do you need?
    - What kind of tech needs do you have?
    - What can you afford?
  - Tentatively book a couple of dates
  - Call your performer or vendor (if applicable) and schedule the performance date
  - Call the reservation office back to confirm your date
  - Schedule a meeting to go over your tech needs and room setup
  - Schedule the travel arrangements for your performer (if necessary), including a ride to and from the airport and/or hotel
  - Book hotels and/or make dinner reservations for your performer

## GRANTS/FUNDRAISING

- Officer in charge: \_\_\_\_\_
- If you are applying for grants, did you get your applications in by the deadline?
  - Have you scheduled an appointment to meet with the grant committee?
  - What measures are you taking to ensure you can pay your performer/vendors up front?

## ADVERTISING

- Officer in charge: \_\_\_\_\_
- Create fliers
  - myBlackHawk announcement
  - Chalking
  - Other forms of marketing

## SHOPPING

- Officer in charge: \_\_\_\_\_
- Supplies needed for your event:
    - Silverware
    - Plates
    - Napkins
    - Cups
    - Decorations
    - Cashbox
    - Performer specific items/requests
    - Other:
      - \_\_\_\_\_
      - \_\_\_\_\_
      - \_\_\_\_\_

## WEEK PRIOR

- Officer in charge: \_\_\_\_\_
- Call reservations and make sure all details are secured
  - Call Student Life Office and make sure all permits have been signed and are completely ready to pick up
  - Call performer and make sure travel arrangements are secured
  - Assign event shifts for group volunteers (setup, during, take down)
  - Create any programs or fliers needed at the event

## DAY OF EVENT

- Officer in charge: \_\_\_\_\_
- Pick up performer/vendor and get to performance site
  - Compile performer requests in dressing room
  - Arrive early for the event for setup
  - Meet vendors at the event and assist with setup
  - Greet guests at the door
  - Have fun!
  - Clean up, remember that your reservations location may have special clean up regulations

## AFTER THE EVENT

- Officer in charge: \_\_\_\_\_
- Send thank you notes to performers and to volunteers who worked extra hard
  - Do a post-event evaluation (see example attached)
  - Make sure to pay all bills and turn in all grant paperwork on time!!

*\*\*Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning. We suggest collecting them on the back of this list.\*\**

# Black Hawk College Student Event Registration Form

**Step 1: Bring this form to the Student Life Office for approval. Section #1 and #2 are required.**

<b>Section #1: Student Life Office</b> (Please complete all items in this section before requesting approval.)					
Club:		Advisor Name:			
Contact:		Number(s):			
Name of Event:		Date(s) of Event:			
Requested Location:		Beginning Time:			
		Ending Time:			
Target Audience:					
Event Type:					
Group Meeting		Guest Speaker		Musical Performance	
Fundraiser		Visual Arts Event		Theatrical Performance	
Other (please describe):		Multimedia Presentation		Lower Lobby Table	
Will there be off-campus guests?		Yes No		Post in <i>myBlackHawk</i> ?	
				Yes No	
Will BHC Police Department need to be present at this event?				Yes No	
<p><b>Cancellation Policy:</b> All events must be canceled through the Student Life Office at least one (1) working day in advance. Cancellation through the Student Life Office is for information only, and does not cancel food service, facilities setup requests, or off-campus vendors.</p>					

<b>Section #2: Facilities Department</b>					
Seating Needed for:		(number of participants)			
Seating Style:					
Auditorium		Classroom		Conference	
Other (please describe):		U-Shaped Circular			
Tables Needed (check all that apply and please list number needed):					
Registration:		Display:		Speaker(s):	
Other (please describe):		Food:		Activity:	
Equipment Needed (check all that apply):					
Podium		Sound System		iPod Chord	
CD Player		Tent (1- 10x10)		Risers (# needed___)	
Other Equipment (please describe):		Microphones (please indicate type and number needed):			
		Cordless Mic:		Corded Mic:	

Note: All multimedia equipment (including screens, projectors and laptops) must be reserved through the ITS Department via e-mail at [5555@bhc.edu](mailto:5555@bhc.edu).

Please use the additional space on the reverse side of this form to draw a setup diagram or list any additional information regarding your setup needs.

<b>Facilities Department</b>					
Please note that setup requests must be submitted to Facilities Department two (2) weeks prior to your event date, if your event requires the setting up of tables, chairs, sound system, etc. This form serves as the first step in the setup request process. If additional information or paperwork is required for this event you will be contacted by the Athletics & Hospitality Department or the Facilities Department. Requests will be processed on a first-come, first-serve basis. Requests for changes made after 3 p.m. prior to the date of the event may not be honored.					
Facilities Confirmation:					
Cancellation Policy: If your event is canceled, you must notify the Facilities Department and Athletics & Hospitality Department of the cancellation of your setup request at least one (1) working day in advance of the scheduled date of your event.					
Facilities Department Cancellation Approval:				Date: _____	



# Event Summary Evaluation

Name of Event/Act: \_\_\_\_\_ Agency: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Committee: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Please provide a brief description of the event (i.e., topics discussed, type of music, vulgarity used, etc.):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Expense/Revenue Summary

### *Income*

Merchandise/Fundraiser Sales (please describe)	\$ _____
Other (please describe)	\$ _____
<b>Total Income</b>	<b>\$ _____</b>

### *Expenses*

Performance fee	\$ _____
Facilities/setup	\$ _____
Labor (security, ticket window, ushers, facilities, etc.)	\$ _____
Audio-visual equipment rental	\$ _____
Hotel and transportation	\$ _____
Incidentals (meals, snacks, petty cash expenses, etc.)	\$ _____
Publicity (please list all publicity done for the event)	\$ _____
_____	
_____	
Other (please describe) _____	\$ _____
<b>Total Expense</b>	<b>\$ _____</b>
<b>- Total Income</b>	<b>\$ _____</b>
<b>Net Expense</b>	<b>\$ _____</b>
<b>÷ Total students in attendance</b>	<b>\$ _____</b>
<b>Total Spent per student</b>	<b>\$ _____</b>

Please rate the event or program on the following criteria:

	Excellent				Poor
Publicity	5	4	3	2	1
Performer/attraction	5	4	3	2	1
Day, time and location of event	5	4	3	2	1
Appropriateness for campus	5	4	3	2	1

What were the positive aspects of the event or program? \_\_\_\_\_

What were the negative aspects of the event or program? \_\_\_\_\_

What could have been done to improve the event or program? \_\_\_\_\_

Should this event or program be brought back in the future? (circle one)                      **Yes**                      **No**

## Financial Support Resources

### Student Club Funding

Officers in clubs applying for SLC funding are **required** to attend the mandatory workshops and meetings scheduled throughout the school year.

The Student Life Office supports student groups and provides financial assistance based on the policies and procedures of the Student Life Office.

Funding is available only during the academic year from September to April.

Clubs that are inactive for four consecutive semesters will have their funding returned to the SLC general fund. Clubs that reactivate must go through the budget request process to reestablish their budget.

### Budget Requests (for special events, activities and purchases)

A budget request is prepared when a student group wants to acquire items for an event/program or enter into a contract for goods or services. Clubs must meet with the Coordinator of Student Engagement prior to submitting the Club Budget Request Form. Once submitted, a committee of students will review the material and, if necessary, hear a presentation regarding the request at a Finance Committee meeting.

The Finance Committee is made up of student representatives from Black Hawk College. They are tasked with reviewing all budget requests and making recommendation to support or not support budget requests to the SLC Senate and the Coordinator of Student Engagement who will make the final decision.

## Club Budget Request Form

The Finance Committee meets every other week during the school year (excluding holidays and college closings). Budget request forms will be accepted until 11:59 p.m. one week before the Finance Committee meets. Clubs must be willing to present their budget request at least one week (seven days) before their scheduled event if necessary. The Finance Committee will advise the club advisor if the club will be required to present their budget request. Only current BHC students and advisors are able to present to the Finance Committee.

In order to better serve you:

- Clubs are required to meet with the Coordinator of Student Engagement prior to submitting the Club Budget Request Form.
- Distance travel requires a 30-day advance notice.
- Contracts require the Coordinator of Student Engagement to work with other offices to secure vendors. This process takes time so please consider this when planning event/programs.
- Please review the SLC Club Manual and Student Handbook before submitting a Club Budget Request Form.

**Club:** \_\_\_\_\_

**Club Member (s):**

Name #1: \_\_\_\_\_ Title #1: \_\_\_\_\_

Phone #1: \_\_\_\_\_ E-mail #1: \_\_\_\_\_

Name #2: \_\_\_\_\_ Title #2: \_\_\_\_\_

Phone #2: \_\_\_\_\_ E-mail #2: \_\_\_\_\_

**Program/Event Information**

Name of program/event: \_\_\_\_\_

Date: \_\_\_\_\_ Time (starting): \_\_\_\_\_ (ending): \_\_\_\_\_

Location: \_\_\_\_\_

Purpose of event (be specific):

---

---

---

---

Estimated attendance: \_\_\_\_\_

Type of event:  Cultural       Educational       Social       Other



### Itemized Costs

Please include all costs of the program. In appropriate fields, please specify item, vendor, price per item, and quantity. Add up total cost at the bottom.

Specify each item below and provide the price per item and quantity of items being purchased.

Vendor	Item	Price per Item	Quantity	Cost for Item(s)
<b>Total cost: \$</b>				

**OVERALL**  
**Requested amount: \$** \_\_\_\_\_

If the overall cost does not match the total cost requested, indicate below how your club is receiving the rest of the money:

- Fundraising   
  Club account   
  Donations   
  Out of pocket   
  Other \_\_\_\_\_

The Finance Committee will review all requests and make recommendations to the SLC Senate and Coordinator of Student Engagement for final approval.

## Starting a New Club

Clubs wanting to be officially recognized by the Student Leadership Council need to follow a five-step process:

- Step 1 – Identify a minimum of ten (10) current students to organize.
- Step 2 – Identify a club advisor.
- Step 3 – Complete the Club Registration Form.
- Step 4 – Submit a signed copy of its Club Constitution.
- Step 5 – Submit a signed copy of its Advisor Agreement Form.

**\*\*An Official Club Registration Checklist is available on page 22.\*\***

Once all steps are completed, the Student Leadership Council Senators will vote on the temporary recognition of your club and the Coordinator of Student Engagement will notify the ten (10) registered members and club advisor with an e-mail acknowledging their temporary status.

The club will move to an “active club” status once they have attended two (2) consecutive ICC meetings.

### **Sports Club/Athletic Club**

Black Hawk College must comply with the National Junior College Athletic Association (NJCAA) regulations. All sports/athletic clubs will need to be approved by the Athletic Department to be an official club.

Release waivers for students participating in a club sport must be submitted to the Coordinator of Student Engagement **BEFORE** participating in a club sport.

### **The Advisor**

All clubs are required to have an advisor. A club advisor must be a non-student staff or faculty member at Black Hawk College.

Club advisor responsibilities vary with the activity of the club for which the advisor is responsible. The following outline is intended to be a guide to responsibilities of an advisor, but may not be inclusive of those responsibilities which are mutually agreed to by the club and the advisor.

### **Advisor Role:**

- Responsible for seeing the programs conform to the educational purposes of the college.
- Attend club functions and programs, as required, to supervise and maintain use of college facilities.
- Assist club in planning and evaluating efforts to provide meaningful co-curricular opportunities within the club’s purpose.
- Schedule a meeting with Coordinator of Student Engagement for Advisor Training.

### **Coordinator of Student Engagement Responsibilities:**

Once a club is recognized, the Coordinator of Student Engagement is assigned to help the student group by providing guidance and assistance in the areas of but not limited to:

- Brainstorming and offering suggestions.
- Events planning, promotion, implementation and evaluation.
- Budgeting and requests for funds.

# Club Registration Form

The Student Life Office is pleased that you are choosing to organize a club. In addition to your club registration submission, the following is also required to be considered an official club/orientation:

1. Schedule and attend a mandatory meeting with the Chair of the Inter-Club Council.
2. Submit a hard copy of your Club Constitution.
3. Submit a hard copy of your club's Advisor Agreement Form.

For additional assistance, contact the Student Life Office at 309-796-5467, e-mail [hamiltont@bhc.edu](mailto:hamiltont@bhc.edu) or visit the Student Life Office web page:

[www.bhc.edu/studentlife](http://www.bhc.edu/studentlife)

## Please complete the following:

The club's name and purpose should be educational and in line with the mission of the Student Life Office and Black Hawk College. For examples please refer to the club listing on the Student Life Office web page listed above.

Club name: \_\_\_\_\_

Club purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select ONE heading:

Select the category that best fits your club. For example, if your club is associated with Art Department, you will select Departmental/Career/Major option.

- |  |  |
|--|--|
| <input type="checkbox"/> Academic Honor      | <input type="checkbox"/> Political                 |
| <input type="checkbox"/> Community Service   | <input type="checkbox"/> Religious                 |
| <input type="checkbox"/> Support/Network     | <input type="checkbox"/> Departmental/Career/Major |
| <input type="checkbox"/> Sports/Recreational | <input type="checkbox"/> Social                    |
| <input type="checkbox"/> Special Interest    | <input type="checkbox"/> Other: _____              |

**Registered Members:**

Clubs are required to have a minimum of ten (10) students to organize referred to as “registered members” who are currently enrolled and in good academic standings. The Student Life Office will verify this information and create a club e-mail list serv.

Registered member #1: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #2: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #3: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #4: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #5: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #6: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #7: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #8: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #9: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Registered member #10: \_\_\_\_\_ BHC ID: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Advisor:**

Clubs are required to have an advisor who is a non-student Black Hawk College faculty or staff member on the Quad-Cities Campus.

Advisor name: \_\_\_\_\_

Advisor e-mail: \_\_\_\_\_

# Club Advisor Agreement Form

The members of \_\_\_\_\_ request \_\_\_\_\_ to serve  
(Club name) (Advisor name)  
as Club Advisor for a period not to exceed \_\_\_\_\_ beginning with \_\_\_\_\_.  
(how long) (semester)

Duties, responsibilities and expectations of the position are as follows:  
(Please list agreed responsibilities and expectations between the advisor and club.)

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Duties and responsibilities may be reconsidered at the request of the advisor, registered members, or majority vote of the membership in a regular meeting.

**Registered member:**

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have met with the registered member(s) of the above-named club and discussed the duties and responsibilities of the advisor as listed above. I agree to serve as Club Advisor and will fulfill these duties and responsibilities to the best of my abilities. I also agree to adhere to the policies and procedures of the Student Life Office and Black Hawk College.

**Advisor:**

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement is effective for \_\_\_\_\_ and may be renewed each year thereafter  
(period)  
upon the agreement of both parties.

## Official Club Registration Checklist

### How to start/reactivate a club

For consideration to be an official club complete the following requirements:

Club name: \_\_\_\_\_

- Reviewed club listing to ensure that there is not already a club with a similar name and/or mission/purpose.
- Identify a minimum of ten (10) students to organize.
- Schedule and attend a required meeting with the Chair of the Inter-Club Council.
  - Name of registered member who attended: \_\_\_\_\_
  - Date: \_\_\_\_\_
- Club Registration Online Form submitted.
  - Date: \_\_\_\_\_
- Signed Advisor Agreement Form submitted to Student Life Office.
  - Date: \_\_\_\_\_
- Club Constitution submitted to Student Life Office.
  - Date: \_\_\_\_\_

Once all submissions are completed, the Coordinator of Student Engagement will notify your club via e-mail in approximately 3-5 business days.

Other issues to consider:

- Club name/purpose is in line with missions of Student Life Office and Black Hawk College.
- Have a copy of the Student Handbook and the SLC Club Manual to read/review.
- Scheduled club meetings for semester and submitted to the Coordinator of Student Engagement.
- Made arrangement to attend the required Inter-Club Council (ICC) meetings for semester.
- If your club wants to affiliate itself with a national or regional club, please submit a copy of their bylaws or guidelines for review. These documents must be in compliance with college and Student Life Office policies.
- Have the name and contact information of the Coordinator of Student Engagement.

# Sample Student Club Constitution

## **PREAMBLE**

We, the members of [New Student Club], to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our Club.

## **ARTICLE I**

### **Name**

The name of this Club shall be [New Student Club name], hereafter referred to as [NSO].

## **ARTICLE II**

### **Purpose**

The purpose of NSO shall be to help provide information and assistance to groups wishing to become registered student Clubs of Black Hawk College.

## **ARTICLE III**

### **Membership**

Section 1. Membership in NSO shall be limited to persons officially connected with Black Hawk College as students, faculty or staff (with voting privileges restricted to students).

Section 2. Membership in NSO shall not be limited to persons based on their race, color, religion, gender, national origin, age, ability, gender expression, gender identity or sexual orientation.

Section 3. Active membership in NSO shall be conferred upon those members who, in addition to the above requirements, have paid the semester dues (if applicable) in full within one month of the first day of classes.

## **ARTICLE IV**

### **Club**

Section 1. The officers of the Club shall be elected from the active members. Any student seeking to hold office must have and maintain an overall grade point average not less than 2.5.

Section 2. The elected officers of NSO shall consist of leadership roles, for example – President, Vice President, Secretary and Treasurer, which shall serve as the Executive Committee.

Section 3. Elections:

A. All officers shall be elected on or before April 1 of each year, and shall serve one-year terms, which may take effect after April 1.

B. All officers shall be elected by a majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

C. A quorum of one-half of the active membership shall be required for all meetings where officer nominations or elections take place.

D. All elections shall be conducted by secret ballot. The ballots shall be tabulated by any officer not on the ballot and the faculty/staff advisor.

Section 4. Officers' Duties:

- A. The President shall preside at all NSO meetings and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty advisor to be approved by the active members, and to act as a spokesperson for the Club.
- B. The Vice President shall preside at all NSO meetings in the President's absence, and in the event of her/his resignation, shall become the President of the Club for the duration of the term. The Vice President will support the President on special projects.
- C. The Secretary shall handle and keep a record of all NSO business and correspondence, including, but not restricted to recording minutes at all NSO meetings, keeping an up-to-date file on all members, and informing members of all NSO meetings and activities.
- D. The Treasurer shall handle all financial transactions of the Club, including, but not restricted, to the collection of dues (if applicable) and recording all transactions.

Section 5. The faculty/staff advisor to NSO shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The faculty/staff advisor must be selected from full-time faculty or administrative staff members of the college.

**ARTICLE V  
Dues and Finances**

Section 1. The dues for NSO (if applicable) will be established by the Executive Committee. Payment of dues must be received by the Treasurer within one month of the first day of class of each semester to be an active member of NSO.

Section 2. NSO will finance its activities through membership dues, fundraising projects or funding from Student Leadership Council allocations, if so granted.

**ARTICLE VI  
Meetings**

Section 1. The first meeting of the fall semester shall be within two weeks after classes start.

Section 2. Regular meetings shall be held at least once a month during the school year at times set by the Club.

Section 3. The meetings shall be conducted in accordance with the revised edition of *Robert's Rules of Order*.

Section 4. The basic agenda at regular meetings shall follow:

- A. Call to order
- B. Roll call (optional)
- C. Approval of minutes
- D. Executive committee report
- E. Officer reports
- F. Committee reports
- G. Old business
- H. New business
- I. Announcements
- J. Adjournment

Section 5. Action on any business, old or new, requires a quorum of one-half of the active membership of the Club.



**ARTICLE VII**  
**Removal from Office**

Section 1. An NSO officer whose dereliction of duty adversely affects the operations of the Club shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the Club must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

**ARTICLE VIII**  
**Constitutional Amendments**

Section 1. The Constitution is binding to all members of NSO, but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by an active member of NSO at any regular meeting at which two-thirds (2/3) of the active members are present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4. Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

## Sample President's Position Description

### **Meetings:**

- ✓ Prepare for all meetings
- ✓ Preside at club meetings
- ✓ Facilitate Executive Board meetings
- ✓ Meet weekly with the advisor
- ✓ Inform the Executive Board of other meeting information

### **Representation:**

- ✓ Represent the club to the institution
- ✓ Serve as spokesperson for the Executive Board and club
- ✓ Serve on various committees or task forces
- ✓ Prepare prior to all interviews

### **Club Effectiveness:**

- ✓ Lead the setting and accomplishing of goals
- ✓ Assess and fulfill the purpose and needs of the club
- ✓ Assist all executive officers
- ✓ Be aware of all money matters
- ✓ Coordinate campus-wide programs
- ✓ Provide follow-up to club tasks
- ✓ Coordinate the Executive Board transition
- ✓ Create a shared vision with the group and enable others to articulate the vision

### **Recognition and Motivation:**

- ✓ Provide motivation for the club
- ✓ Be open to all opinions and input
- ✓ Prepare for the annual banquet

## Sample Vice President's Position Description

- ✓ Preside at club meetings in absence of the President
- ✓ Serve as parliamentarian
- ✓ Direct constitutional updating and revision
- ✓ Facilitate elections
- ✓ Submit term reports
- ✓ Serve as liaison to committees
- ✓ Perform other duties as determined by the needs of the club

## Sample Secretary's Position Description

- ✓ Prepare and maintain minutes of all Executive Board and club meetings
- ✓ Send minutes to all appropriate members and institutional staff
- ✓ Prepare an agenda with the President for all meetings
- ✓ Maintain attendance (roll call) at all meetings
- ✓ Maintain a calendar of events
- ✓ Maintain a phone and e-mail directory of all members
- ✓ Inform members of upcoming meetings and events
- ✓ Reserve meeting rooms for the year
- ✓ Oversee the club's public relations and advertising of meetings and events
- ✓ Maintain the office and any supplies; work with the treasurer when new supplies need to be purchased
- ✓ Organize an end-of-the-year slide show

### ***Minutes should include the following information:***

- ✓ Type of meeting (executive, club, standing committee, etc.)
- ✓ Date, time and place
- ✓ Time of call to order
- ✓ Approval and/or amendments to previous meeting minutes
- ✓ Reports from officers, standing and special committees
- ✓ General matters
- ✓ Record of proposals, resolutions, motions, seconding and final disposition (and the names of people making these)
- ✓ A summary of the discussion
- ✓ A record of voting
- ✓ Time of adjournment

## Sample Treasurer's Position Description

- ✓ Prepare the club budget
- ✓ Prepare money request/deposit forms and submit according to institutional procedures
- ✓ Maintain financial records in an organized manner
- ✓ Serve as chair of the Finance Committee
- ✓ Audit books twice a semester with the advisor
- ✓ Make regular reports to the Executive Board and the club
- ✓ Coordinate solicitations and fundraisers
- ✓ Maintain an inventory of all equipment and its condition
- ✓ Serve on various committees and task forces

## Sample Advisor's Position Description

### **Meetings/Information Sharing:**

- ✓ Meet weekly with the club's President and/or Executive Board
- ✓ Attend club meetings and events when possible
- ✓ Give a report during the club's regular meeting
- ✓ Keep the Executive Board informed on institutional matters
- ✓ Provide a background history and insight to the club
- ✓ Understand institutional requirements for the club

### **Club Effectiveness:**

- ✓ Encourage and assist in the setting of club goals
- ✓ Help the officers assess and fulfill their duties
- ✓ Develop the effectiveness of the officers and members through coordinating leadership development/team-building opportunities
- ✓ Confront ineffective leadership, negative behaviors or lack of follow through
- ✓ Assist Treasurer with budgeting and financial issues
- ✓ Assist with risk management decisions
- ✓ Assist with election concerns

### **Recognition and Motivation:**

- ✓ Promote involvement and discussion
- ✓ Provide motivation for the club
- ✓ Encourage annual celebrations and recognitions