

ASCOCC

Student Club

Handbook

2023 - 2024



Hello! Welcome to the ASCOCC Club handbook, a resource guide for all things club related. As you read through these pages, there might be questions that arise or clarification needed. Please reach out to the Director of Student Affairs who is the main resource person for all things club related.

Any forms mentioned throughout this handbook are located on the ASCOCC website. If you have any questions about forms, please reach out to any ASCOCC member.

ASCOCC is excited to work alongside all student clubs to ensure success for COCC's students. As always, we are here for you! Keep up to date with activities, current council members, and all things ASCOCC related on the ASCOCC website, located under student resources on COCC's webpage.

Contact Information

ASCOCC Advisor: Lindsay Buccafurni: lbuccafurni@cocc.edu

President: ascocc.president@cocc.edu

Director of Student Affairs: ascocc.affairs@cocc.edu

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Starting a New Club

COCC has had and continues to have a wide variety of clubs. They are loosely split up into three categories as follows:

Identity	Program	Interest
A group that is based around a specific community or identity	A club that aligns with a certain academic program on campus	Anything that the club can come around and share a common interest in
First Nations Student Union, Afrocentric Club, LGBTQ+ AND Friends, LatinX, Asian Cultures Club	Nursing Club, German Club, Culinary Club, Criminal Justice Club, Fire Science Club	Planted Earth Garden Club, Film Club, Chess Club, Bowling Club

In order to form a club, you must have the following:

1. At least four currently enrolled COCC students, who can vouch for their interest in the establishment of this club. They don't have to be in club leadership, but they have to be interested in attending meetings and events.
2. A COCC staff/faculty advisor- this can be any member of staff or faculty, although it is preferable that they have some sort of interest or experience with the subject or identity of the club.

If you have both if these, you will need:

1. Establishment of Organization form, located on our webpage and also in our office.
2. Schedule a meeting with the Director of Student Affairs once you've completed the Establishment form to review the policies, ASCOCC club expectations, and provide a general overview of this handbook before official approval.

An important thing to keep in mind is the size of the club determines the amount of funding the club receives. Here is a chart that sums up the different tiers, how many active members, and the amount of funding per year.

Tier One	Tier Two	Tier Three	Tier Four	Tier Five
4-7 active members	8-14 active members	15-25 active members	26-35 active members	36+ active members
\$600 / year	\$1,200 / year	\$1,800 / year	\$2,400 / year	\$3,000 / year

Renewing an existing club

Each academic year, clubs will be required to fill out the Renewal of Clubs Form. This ensures that clubs are still active and that they are able to continue receiving funding.

The process for renewing a club is similar to the process of creating a club, so you will essentially follow the same steps as starting a new club. Fill out the form, bring it back to the Director of Student Affairs, and set up a meeting!

Funding

Club funding is allocated through a tier system. This system relies on clubs' sign-in sheets for meetings and events. These tiers are allocated each year, and clubs will have the opportunity to move up or down two tiers within an academic year. **In order to continue to receive funding, clubs need to ensure that ASCOCC is receiving meeting sign-in sheets.** While faculty, staff, and

community members can participate in clubs. Club attendance and tiers are determined by the number of currently enrolled COCC students, as clubs are funded by student fees.

How does Tiered Funding work?

Active membership counts are determined and verified by ASCOCC from each club's sign in sheets. At the end of each term, ASCOCC will find the average attendance from the term's meetings. This being said, it is important to not incentivize membership and to operate honestly. A club may move up a maximum of two tiers in one academic year.

We understand that club attendance fluctuates throughout the year and we don't want to penalize clubs for that. As a result, a club can only drop in tier status at the end of the year if the average club attendance for the year has dropped to a lower tier. A club can only drop two tiers at a maximum.

Funding is split between the three terms. So, each club's funding will be receiving a portion of their funding each term. Below is an example of how funding is split up per term depending on different tier statuses.

	Fall Term	Winter Term	Spring Term
Tier One	\$200	\$200	\$200
Tier Two	\$400	\$400	\$400
Tier Three	\$600	\$600	\$600
Tier Four	\$800	\$800	\$800
Tier Five	\$1,000	\$1,000	\$1,000

Who is in charge of keeping track of the club's budget?

Ultimately, it is the responsibility of the club leadership to manage and track the club budget estimates. The Director of Financial Affairs is happy to meet with clubs and assist in tracking, but it is the club's responsibility to keep track of these. If you have questions about your club's spending status, contact the Director of Financial Affairs to set up a meeting. If a club spends more than they are allocated, they could be penalized through a loss in tier status or deduction in next year's budget. All that being said, we are happy to provide a budget worksheet for your club to use and fill out as the year progresses.

Are other funds available to clubs?

Discretionary funds are available to clubs, subject to ASCOCC approval. Please fill out and submit the Funding Request Form at least 2 weeks before funds are needed.

1. If you have budget needs or requests for funds beyond what is allocated in your annual funding, discretionary funds can be accessed (with ASCOCC approval).

2. Funds requested must go towards an event or program that is available to all students.
3. If your club would like funding during the summer term, these discretionary funds can be accessed for events (with ASCOCC approval).

Payment Processes:

1. Using the ASCOCC credit card
 - a. Must be returned within 24 hours of purchase with ITEMIZED receipt. If the receipt is not itemized, the purchase may not be covered.
 - b. All purchases should be approved by ASCOCC, working with the Director of Student Affairs.
2. Reimbursement form
 - a. Must submit a reimbursement form and receive approval through the Director of Financial Affairs.
 - b. Must include an itemized receipt.
 - c. May NOT use food stamps or EBT to purchase food and then be reimbursed.
3. ASCOCC Costco Card
 - a. ASCOCC does have a Costco card available for admittance to Costco.
 - b. The same rules that the ASCOCC credit card has applies to the Costco card as well

Fiscal policies:

- **Clubs cannot use funds to purchase:**
 - Gift cards
 - Gifts for club members
 - Alcohol
 - Marijuana, Tobacco, or other substance
 - Weapons
 - Personal purchases
- All purchases must be itemized
- Tipping is allowed, but only up to 20%. If the tip is more than 20%, you will be personally responsible for the extra.
- Single purchase limit is \$500
 - If you plan to spend more, please let us know ahead of time so we can raise the limit.
 - Do not “split” an order to circumvent this protocol. If this happens, your club might lose credit card access.
- Payments for services such as catering (specifically ordered for an event, not just purchased at the restaurant counter) must be paid with a check through accounts payable, not with the Visa, as there are required IRS reporting implications.

- If a club hires a vendor such as a caterer, a speaker for an event, or anyone else providing a service, and they plan to pay the person there are specific forms we must fill out. Please contact the ASCOCC Director of Financial Affairs right away for help with the process, as it can take a few weeks to prepare.
- If a club member is traveling and seeks reimbursement, fill out the travel reimbursement form after the event. All receipts must be itemized, and you'll be reimbursed according to state per-diem guidelines as well as mileage.

***If you make a purchase that does not follow these guidelines, you will be held liable for the cost of the purchase.*

Requirements to remain active

Club Meetings – At least three per term are required.

1. A regular club meeting is an official meeting of the student organization that has an agenda for which the purpose is to discuss the business of the club. Regular meetings must be open to all currently enrolled, credit-seeking COCC students.
2. Must complete a Regular Meeting Sign-in Sheet for each meeting and submit it within 2 weeks of the meeting date with the accompanying agenda.
3. Please note that recruitment activities and events are not considered regular club meetings, nor are classes or other activities, which are part of a course curriculum. Student organizations must be separate from, and operate independently of, classes and degree programs.
4. Need a room? Please contact Lindsay Buccafurni at least one week prior to the meeting to reserve a room.

*If a club is not responsive to emails and does not turn in meeting sign-in sheets, their funding may be frozen until ASCOCC receives

Recruitment Activity – At least one per term is required.

1. This is a chance for you to get the word out about your student organization!
2. ASCOCC provides opportunities to recruit at a club fair during the first week of every term and at Bobcat Orientation during Fall Term. Talk to the Director of Student Affairs for more information.
3. Tabling in Campus Center Building or other approved area – room request is required in advance.

Event – At least one per year is required

1. Must be open to the COCC community and provide a positive, engaging activity and/or educational service.

2. Below are some suggestions for what would constitute an annual event, but do not feel that you are restricted to these suggestions. Please feel free to be creative and come up with something new and fun.
 - a. Organize and/or participate in a community service project
 - b. Organize a workshop or conference
 - c. Organize a college event or program
3. Submit an Event Request Form to ASCOCC at least two weeks prior to the event to ensure space is available. The form will cover the following and will be processed by the Director of Student Affairs:
 - a. Room Reservations – Contact Lindsay Buccafurni
 - b. Catering – All on-campus catering for ASCOCC organizations is required to go through Sodexo.
 - c. Event Set-up (tables, chairs, garbage cans, etc.)
 - d. Marketing (fliers, social media, tv’s. etc.)
 - e. Vehicle Rentals – must have an adult over the age of 21 with a valid driver’s license
4. Must submit an Event Proposal Form for every event two weeks before the event date

Probation

If requirements, as listed above, are not met by a club, they will be placed on probation.

Clubs violate policy by the following:

- Not using the provided meeting sign-in sheets or copying others information to the sign-in sheets
- Not giving adequate notice for funding (2 weeks in advance)
- Failing to provide sign-in sheets or agendas or failing to hold:
 - 3 meetings per term (9 total)
 - 1 event per school year
 - 1 recruitment event per term (not for new clubs) (3 total per year)
- Not confirming with ASCOCC before adding ASCOCC’s logo to posters

Clubs that violate the policies listed above will be placed on the following stages of probation to discontinuation:

1 st Offense	A warning and a meeting with eth Director of Student Affairs
2 nd Offense	Additional meeting with the Director of Student Affairs and freezing of budget for the rest of the current and following term
3 rd Offense	Disbanding of clubs with the following penalties: Advisor and student contacts cannot again hold these positions, and the club cannot exist again under the same mission statement

Resources

ASCOCC can directly offer you the following resources from within our immediate office:

1. ASCOCC office workroom; Campus Center Building, 207 – Meetings of 12 individuals
2. ASCOCC office storage space; Campus Center Building, 207- Store club items, locking storage available upon request
3. Recruitment and promotion
 - a. Please note for any promotion, a club cannot use the standard COCC logo. They are permitted to use the ASCOCC logo, as long as the ASCOCC Internal Affairs Coordinator approves the flyer.
4. Black and white printing, campus-wide flyer distribution
5. Miscellaneous
 - a. Cash Box, cashiering calculator.
 - b. Poster paper, chalk, paint, misc. arts & craft supplies.
 - c. Button-making machine & supplies.
 - d. Portable table and/or chairs; plates, cups, napkins, and silverware.

CENTRAL OREGON COMMUNITY COLLEGE
CONSENT AND LIABILITY WAIVER

By participating in any ASCOCC Club, any COCC student, staff member, or community member does hereby release and discharge CENTRAL OREGON COMMUNITY COLLEGE ("COCC"), its employees, agents, officers, and directors for any and all claims, demands, causes of action, damage, loss of services, costs and expenses in any way resulting from any and all injury to person or property arising directly or indirectly out of the participation in the above activity.

Further, the undersigned agrees to indemnify and hold forever harmless COCC, its employees, agents, officers and directors from any and all injuries, damages, costs, attorney's fees whatsoever which may arise out of the participation in the above activity.

This release of liability and indemnification agreement shall be binding on the heirs, successors and personal representatives of the student and the undersigned.

I have read the foregoing release of liability and the indemnification agreement and acknowledge that the provisions are contractual and not a mere recital, and I understand I am bound by the terms hereof by placing my signature hereon.

CLUB HANDBOOK ACKNOWLEDGEMENTS

Student Lead	Club Advisor	
		I have read and understand the fiscal policies of ASCOCC and COCC. I acknowledge and comprehend that, in the event the club utilizes funds for an unauthorized purchase, I shall bear full responsibility for reimbursing the incurred expenses.
		I acknowledge that failure to submit meeting sign-in sheets to ASCOCC from the past two meetings will temporarily freeze club funds until the sign-in sheets are provided.
		I understand that in order to receive club funds, the club reestablishment form or the new club establishment form must be turned in. Clubs may not access funds until this has been turned in, along with this meeting with ASCOCC.

By signing below, you attest that you have read the ASCOCC Club Handbook and understand and agree to the policies.

Student Lead

Date

Advisor

Date