

Associated Students
of
Central Oregon Community College

STUDENT CLUB HANDBOOK

2024-2025



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Hello! Welcome to the ASCOCC Student Club Handbook, a resource for students and advisors regarding all things club-related.

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.

Any forms mentioned in this handbook can be found on the ASCOCC website, and a QR code will also be attached to this handbook as well. If you have any questions about the forms within this handbook, or you require clarification about any of the Student Club Handbook policies, please reach out to the Director of Student Affairs (ascocc.affairs@cocc.edu).

ASCOCC contact info:

ASCOCC Advisor: Lindsay Buccafurni: lbuccafurni@cocc.edu

President: ascocc.president@cocc.edu

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

Legislative Affairs Coordinator: ascocc.legislative@cocc.edu

Director of Financial Affairs: ascocc.financial@cocc.edu

Director of Campus Affairs: ascocc.campus@cocc.edu

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Redmond Campus Liaison: ascocc.redmond@cocc.edu

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Prineville Campus Liaison: ascocc.prineville@cocc.edu

Wickiup Hall Liaison: ascocc.wikiup@cocc.edu

Central Oregon Community College has supported a wide range of clubs over the years that can be divided into three loose categories:

Identity: identity clubs are formed to support a specific identity or community on campus (ex. LGBTQ+ Friends Club, Afrocentric Studies Club, First Nations Student Union)	Program: these clubs exist to complement students in a specific academic program (ex. Nursing Club, Fire Science Club, Culinary Club)	Interest: these clubs are established to support a particular hobby or recreational activity (ex. Gardening Club, Tabletop Gaming, Film Club)
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Starting a New Club:

There are a few requirements for students to formally establish a club:

1. At least four currently enrolled students who are interested in the club's mission
2. A staff or faculty advisor who can provide support for the club's activities

Provided that both of these requirements are met, you will need to fill out an [Establishment of Organization form](#) (which can also be found in the ASCOCC Office, Coats 207) and then schedule a meeting with the Director of Student Affairs, who will discuss the club's expectations and requirements.

Renewing an Existing Club:

Each academic year, clubs will be required to fill out a [Club Renewal Form](#). This ensures that clubs are still active and that they can 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.

Club Budget:

Ultimately, it is the responsibility of the club leadership to manage and track club budget estimates. Our Director of Financial Affairs is available to assist clubs in tracking their finances, and keeps all ASCOCC records, but it is ultimately the obligation of the club itself to track any and all spending information.

If you have questions about your club's spending status, or would like to request copies of forms/receipts submitted to ASCOCC by your club, we encourage you to contact and set up a meeting with our Director of Financial Affairs (ascocc.finance@cocc.edu).

How Does Tiered Funding Work?

Active membership counts are determined and verified by ASCOCC from each club's sign-in sheets. The number of active members in each club will be determined by calculating the average number of attendees for each of the club's meetings at the end of the term. 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. Clubs also may not rise more than two tiers in one year.

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	Winter	Spring
Tier One (5-7 active members)	\$200	\$200	\$200
Tier Two (8-14 active members)	\$400	\$400	\$400
Tier Three (15-25 active members)	\$600	\$600	\$600
Tier Four (26-35 active members)	\$800	\$800	\$800

Tier Five (36+ active members)	\$1,000	\$1,000	\$1,000
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How Can a Student Organization Advance in Tier Status?

Advancements are approved by the ASCOCC Council based on the following requirements:

- All official recognition eligibility requirements and paperwork are met and maintained throughout the year.
- Active club membership within the established tier guidelines is met during at least one regular meeting of each term for the year.
- An ASCOCC representative will attend one regular meeting per term for each club Tier 3 and above to verify active membership counts. You must notify ASCOCC of meeting times and days so that we may attend; failure to provide us with this information may result in failure to advance in tier status.

Are Other Funds Available to Clubs?

Yes. In addition to a club’s budget, there are three methods clubs can use to procure additional funds:

1. Discretionary funds: ASCOCC maintains a club discretionary fund to encourage new clubs and to support active clubs. These funds are subject to ASCOCC approval and proposal must be made to the ASCOCC Council.
2. Professional Development Fund (PDF): the Professional Development Fund is a monetary sponsorship from ASCOCC that is awarded to students who wish to participate in professional, academic, or career development events and activities. At its root, the PDF exists to create opportunities and access to extra-curricular enrichment and professional development resources, both on and off campus.
3. Fundraising: student clubs are able to fundraise to support their allocated budgets. Specific ASCOCC and [COCC](#) requirements are needed to engage in fundraising on or off campus. Please connect with the Director of Student Affairs for detailed information regarding fundraising.

Payment Processes:

1. Using the ASCOCC credit card
 - a) Credit card must be returned within 24 hours WITH AN ITEMIZED RECEIPT; purchases without an itemized receipt 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 from the Director of Financial Affairs.
 - b) Purchases must include an itemized receipt.
 - c) Purchases made with food stamps or EBT will not be reimbursed by ASCOCC.
- 3. Costco Card
 - a. ASCOCC does have a Costco card that can be used for admittance.
 - b. All policies listed above shall apply for use of the ASCOCC Costco card.

Fiscal Policies

- Clubs cannot use funds to purchase:
 - o Gift cards or gifts for club members
 - o Alcohol
 - o Marijuana, Tobacco, or other substance
 - o 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.
 - o 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 the information it requires.

Recruitment Activity – At least one per term is required (participation in the Student Club and Resource Fair will count).

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 before asking anybody else.
 - 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

Posters

Posters may be displayed on campus bulletin boards to promote clubs. The following guidelines, however, must be observed:

- Do not use the COCC logo on posters; the ASCOCC logo may be used with ASCOCC’s permission. Please do not distort any logos on your flyer.
- Posters can be displayed on bulletin boards. Displaying posters to doors or windows is prohibited.
- Consider accessibility; text should be concise, and colors should be easy to read.
- You may refer to COCC’s Marketing and Public Relations Graphic Standards and Style Guide for additional best practices in designing and displaying posters (<https://www.cocc.edu/departments/marketing-pr/standards-and-style-guides/default.aspx>).

Club Probation

If requirements are not met by a club, they may be placed on probation and may potentially face dissolution.

Clubs violate policy typically through the following actions:

- 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:
 - Three meetings per term
 - 1 event per school year
 - 1 recruitment event per term (not for new clubs) (3 total per year)

- Neglecting to get ASCOCC’s approval before adding the ASCOCC logo to any printed materials

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

First Offense:	Warning and a meeting with the Director of Student Life
Second Offense:	Additional meeting with the Director of Student Affairs and freezing of budget for remainder of the term and following term
Third 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

Role of the Advisor

A student club or organization needs a coach, an individual who can help guide the students. Given that every club and organization has a different purpose and student composition, the role of the advisor may be different by group. Flexibility will be important in working with the students and advising them along the way.

The club or organization belongs to the students and is funded by student fees. This is the most important principle of advising the student group.

Understanding your role as a guide, coach, or resource will help keep focus on a student-run club or organization. Thus also reinforcing the idea that students learn valuable lessons from running their own organization and learn tremendous, transferable skills to future employment. There is potential risk that the advisor seek to takeover, offering the students less opportunity to develop a plan.

The interaction the advisor has with the club will be determined by the needs of the group. The students are responsible for determining the direction of the club and the activities they would like to sponsor. The advisor may make suggestions and provide guidance.

The advisor should help the students get the term underway. Certainly, being involved to help set the tone and goals of the club for the term or year. Regularly attending meetings, actively participating and being available to club members will assist the students in constructing a favorable club structure.

It is preferable to have a harmonious blend between the club membership’s expectation of the advisor and the advisor’s expectation of the club. However, it is always important to be clear that the club membership, since it belongs to the students, is in the lead when it comes to determining the direction of the organization. It is possible for the advisor to want the club to take a different direction, creating potential friction between student membership and the advisor. Therefore, it is very important for the club’s leadership and

the advisor to clearly delineate expectations of the advisor's role. Establish early on whether the role is observational, non-participatory, or participatory. Whichever the case, the partnership will be more pleasant with this role defined.

Your expectations as an advisor will include:

- Attend club meetings whenever officer elections take place.
- Attend club meetings on a regular basis.
- Be present for all on campus club events.
- Attend all off-campus club events.
- Attend the annual Student Club training as well as any other club advisor trainings throughout the year.
- Communicate with the Student Life Office regarding any club activities, change of officers, policy questions, etc.
- Advise club members regarding college policies and best practices.
- Work with club officers to direct club meeting/activities/etc.
- Oversee club budget in conjunction with club treasurer.
- Assist club in requesting meeting space, completing required paperwork, working with college departments, etc.
- Be available to club members on a regular basis.
- Forward all Student Life correspondence to club members as needed.

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
 - 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.

Club Name Date

Student Lead Date

Advisor Date