

Associated Students  
of  
Central Oregon Community College

# **STUDENT CLUB HANDBOOK**

2025-2026



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## Introduction

Student Clubs are the lifeblood of the student community at COCC. Clubs offer a plethora of opportunities and activities to enrich the lives of students. The Associated Students of Central Oregon Community College is an open resource for all students looking to begin a club of their own. New clubs invigorate student life on campus and connect you with fellow students in subjects you enjoy, and we're eager to help you start the process.

ASCOCC is here to support you as you navigate club leadership. For additional resources, check the ASCOCC website, located under student resources on COCC's webpage.

Any forms mentioned in this handbook can be found on the ASCOCC website or in our office (Coats Campus Center 207). 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](mailto:ascocc.affairs@cocc.edu)).

## ASCOCC Contact Info

ASCOCC Advisor: Lindsay Buccafurni: [lbuccafurni@cocc.edu](mailto:lbuccafurni@cocc.edu)

President: [ascocc.president@cocc.edu](mailto:ascocc.president@cocc.edu)

Director of Student Affairs: [ascocc.affairs@cocc.edu](mailto:ascocc.affairs@cocc.edu)

Director of Financial Affairs: [ascocc.financial@cocc.edu](mailto:ascocc.financial@cocc.edu)

Director of Campus Affairs: [ascocc.campus@cocc.edu](mailto:ascocc.campus@cocc.edu)

Legislative Affairs Coordinator: [ascocc.legislative@cocc.edu](mailto:ascocc.legislative@cocc.edu)

External Affairs Coordinator: [ascocc.external@cocc.edu](mailto:ascocc.external@cocc.edu)

Internal Affairs Coordinator: [ascocc.internal@cocc.edu](mailto:ascocc.internal@cocc.edu)

Office Coordinator: [ascocc.office@cocc.edu](mailto:ascocc.office@cocc.edu)

Redmond Campus Liaison: [ascocc.redmond@cocc.edu](mailto:ascocc.redmond@cocc.edu)

Madras Campus Liaison: [ascocc.madras@cocc.edu](mailto:ascocc.madras@cocc.edu)

Prineville Campus Liaison: [ascocc.prineville@cocc.edu](mailto:ascocc.prineville@cocc.edu)

Wickiup Hall Liaison: [ascocc.wikiup@cocc.edu](mailto:ascocc.wikiup@cocc.edu)

## Starting a New Club

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

1. Have at least four currently enrolled students who are interested in the club's mission, one of which will serve as the club lead.
2. Have a staff or faculty advisor who can provide support for the club's activities

Provided that both of these requirements are met, the club leader will need to fill out a Club Establishment Form (located on the ASCOCC website or in the ASCOCC Office, Coats 207). After, the club leader and advisor must schedule a meeting with the Director of Student Affairs, who will discuss club expectations and requirements.

## Renewing an Existing Club

At the beginning of each academic year, clubs are required to fill out a Club Renewal Form and have a meeting with the Director of Student Affairs. This ensures that clubs are still active and allows them to continue receiving funding for the year.

## Club Finances

### Club Budget

It is the responsibility of the club leadership to manage and track their club budget. Our Director of Financial Affairs is available to assist clubs in tracking their finances, but it is ultimately the duty of the club itself to track all spending information.

If you have questions about your club's budget, financial policy, or otherwise, we encourage you to contact our Director of Financial Affairs ([ascocc.finance@cocc.edu](mailto:ascocc.finance@cocc.edu)).

### Club Funding

Club funding is allocated through a tier system based on the number of COCC student participants. While faculty, staff, and community members can participate in clubs, club tiers are solely determined by the number of currently enrolled COCC students, as clubs are funded through student fees. ASCOCC tracks club participation through meeting sign-in sheets, so it is essential for clubs to submit their sign-in sheets in a timely manner.

Club tier is determined by the average number of student 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.

Funding is split between the fall, winter, and spring terms. Below is a chart showing the current tier levels and their respective allocations.

|                                      | Fall    | Winter  | Spring  | Annual  |
|--------------------------------------|---------|---------|---------|---------|
| Tier One<br>(4-7 active members)     | \$200   | \$200   | \$200   | \$600   |
| Tier Two<br>(8-14 active members)    | \$400   | \$400   | \$400   | \$1,200 |
| Tier Three<br>(15-25 active members) | \$600   | \$600   | \$600   | \$1,800 |
| Tier Four<br>(26-35 active members)  | \$800   | \$800   | \$800   | \$2,400 |
| Tier Five<br>(36+ active members)    | \$1,000 | \$1,000 | \$1,000 | \$3,000 |

## Additional Funding

In addition to a club's budget, there are three ways to request funding from ASCOCC. Any request must be submitted to the President ([ascocc.president@cocc.edu](mailto:ascocc.president@cocc.edu)) at least 2 weeks prior to the intended payment.

1. Event Funding: ASCOCC can help with funding for club events. To request these funds, fill out the Event Proposal form and denote the requested amount.
2. Discretionary Funds: Funds are also available for non-event purposes, such as additional club activities, materials and supplies, or club paraphernalia.
3. Professional Development Fund (PDF): The Professional Development Fund is awarded to students who wish to participate in professional, academic, or career development events and activities.

## Fundraising

Student clubs are able to fundraise to support their allocated budgets. Specific ASCOCC and [COCC](#) requirements must be followed to engage in fundraising on or off campus. Please contact the Director of Student Affairs for detailed information regarding fundraising.

## Payment Processes

1. Using the ASCOCC credit cards
  - a) Credit card must be returned within 24 hours WITH AN ITEMIZED RECEIPT; purchases without an itemized receipt may not be covered.
  - b) Large purchases should be approved by The Director of Financial Affairs ahead of time.
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.

## Fiscal Policies

- Clubs cannot use funds to purchase:
  - Gift cards or gifts
  - Age-restricted substances such as Alcohol, Marijuana, or Tobacco
  - 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 charge.
- Payments for services such as catering (specifically ordered for an event, not just purchased at the restaurant counter) cannot be paid with ASCOCC credit cards or through the reimbursement process, 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 and mileage guidelines.

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

## Club Policy

### Requirements to Stay Active

#### **Club Meetings – At least three per term are required.**

1. Meetings must be open to all currently enrolled, credit-seeking COCC students.
2. A Meeting Sign-in Sheet must be filled out for each meeting and submitted in a timely manner.
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. Clubs must be separate from, and operate independently of, classes and degree programs.
4. Need a room? Please contact Lindsay Buccafurni or the Director of Student Affairs 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**

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. 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. 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
  - 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 and prior COCC driving approval

## Posters

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

- 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 on 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:
  - 3 meetings per term
  - 1 event per school year
  - 1 recruitment event per term
- 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 Affairs                                                                                                                         |
| Second Offense: | Additional meeting with the Director of Student Affairs and freezing of budget for remainder of the term                                                                           |
| Third Offense:  | Disbanding of clubs with the following penalties: advisor and student contacts cannot hold these positions again, and the club cannot exist again under the same mission statement |



## Role of the Advisor

A student club needs an staff or faculty member who can help guide the students. The role of the advisor may be different for each group. Flexibility will be important in working with the students and advising them along the way.

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, but the advisor may make suggestions and provide guidance. Your expectations as an advisor will include:

- Attend club meetings on a regular basis.
- Be present for all club events.
- Attend the initial club establishment meeting and the following club renewal meetings with the Director of Student Affairs.
- 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.
- 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:

1. ASCOCC office storage space; Campus Center Building, 207- Store club items, locking storage available upon request
2. Printing, campus-wide flyer distribution
3. Miscellaneous
  - a. Cash Box, cashiering calculator
  - b. Paper, chalk, paint, misc. arts & craft supplies.
  - c. Basic office supplies
  - d. Button-making machine & supplies.
  - e. 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 participating in the said club and activities.

## 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.

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Club Name

Date

---

Student Lead

Date

---

Advisor

Date