CLUBS AND ORGANIZATIONS GUIDEBOOK

A HANDY GUIDE TO RUNNING A CLUB/ORGANIZATION

YOUR ADVENTURE AWAITS
The role of Student Life is to facilitate the development of clubs and organizations. This facilitation may take the form of providing on-campus publicity, reserving space and/or equipment, providing leadership training activities, offering suggestions, interpreting policy, mediating conflict, etc. The range of involvement varies depending on the needs of the organization.

Student Life is committed to creating conditions that motivate and inspire students to devote time and energy to educationally purposeful activities in and outside the classroom.

Let’s Begin Your Adventure

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Before plunging into the position of a Student Leader, take some time to think and get organized. Here are some necessary questions to ask yourself:

- Have I thought of my responsibilities as a Student Leader?
- What is the purpose of the organization?
- How do I go about plotting a course of action, (i.e. goals and strategies) to make sure we are fulfilling the organization’s purpose?
- Have I read the organization’s constitution and by-laws?
- Have I discussed my role as Chief Student Leader with my advisor?

Steps to Starting a Club/Organization:

1. Find at least six current NLC students that share the same interest in forming a club.
2. Obtain an advisor that works for NLC and will be dedicated to help. If needed you can have more than one advisor. The advisor cannot be a Student.
3. Figure out who the student leaders are going to be.
4. Fill out the Online form to register the club on the NLC Website.
5. Write a constitution for Club. This sets up the structure of the club and how it operates. Submit it to Student Life Office.
6. If you plan to have club funds fill out a Agency Fund Account Setup Form.
7. Have meetings and don’t forget to schedule a space to do so.
8. Remember to have fun, learn and grow.

What is an Advisor?

An advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. They not only serve as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members. The advisor should be a caring individual with a genuine interest for students, the organization, and their programs and activities.

Tips for Recruiting an Advisor

Before making a selection, keep in mind the following: (a) find someone who will have the time to devote to your organization, and (b) find someone who will take the role willingly and seriously.

When approaching a potential advisor, make certain that he/she has a clear understanding of your organization’s purpose as well as what would be required of him/her, his or her duties, and the time commitment involved.

Allow the person a reasonable length of time to consider his/her decision. Don’t forget that most advisors volunteer their time to support student organizations, so this can be a big commitment.

If possible, choose someone who shares some of the same interests as your organization and someone who you can contact easily. It is best to meet with your advisor regularly to keep them updated on the activities and decisions of the organization. Advisors can be a great resource for your group, so take advantage of their experience and insight.
ARTICLE I: NAME & PURPOSE

Section A:
Name – The name of this club shall be [name of club].

Section B:
National Affiliation – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of NLC.”

Section C:
Purpose – The purpose of this club shall be:
1. [List in detail the purposes and objectives of the clubs.]

ARTICLE II: MEMBERSHIP

Section A: Eligibility - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.]

ARTICLE III: OFFICERS

Section A:

Name 1
Logan Wilson Secretary
Email 1
logwilson@yahoo.com

Name 2
Mary White Vice President
Email 2
mwhite90@yahoo.com

Name 3
Harrison Lee Treasurer
Email 3
mhsmilles@gmail.com

Club Advisor’s Name
Rebecca Miller
Club Advisor’s Email
rmiller@dcccd.edu

Your Name
Blaze Taylor
Your Email
blazingsaddles@gmail.com

Your Position
President

Term – The officers shall serve for one year and their term of office shall begin at the...
ARTICLE III: OFFICERS

Section A: President – it shall be the duty of the President to:
• Preside at meetings
• Vote only in case of a tie
• Represent the club
• Appoint committee chairpersons subject to the approval of the Executive Committee
• Serve as an ex-officio member of all committees except the nominating committee
• Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:
• Preside in the absence of the President
• Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:
• Record the minutes of all meetings
• Keep a file of the club’s records
• Maintain a current roster of membership
• Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:
• Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
• Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE IV: DUTIES OF OFFICERS

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B:

• Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C:

• Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

Section D:

• Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable or An adaptation of Robert’s Rules shall govern this club in all cases to which they are applicable

ARTICLE VI: EXECUTIVE COMMITTEE

Section A:

• Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B:

• Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor and committee chairs.

Section C:

• Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A:

• Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:
• Maintain an awareness of the activities and programs sponsored by the student club.
• Meet on a regular basis with the leader of the student club to discuss upcoming
meetings, long range plans, goals, and problems of the club.

- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fund raising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A:
Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B:
Other committees – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

Section C:
Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A:
Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B:
Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

ARTICLE XII - BYLAWS

Section A:
[Some club or organizations may find it necessary to implement policies other than the primary guiding rules described in a constitution. As the constitution, in many ways, is the backbone of the club or organization, it may not be appropriate to include secondary policies in this document.]
**So You’re a Leader Now What?**

Being the leader of an organization is not an easy task. You will have to provide direction for the group and, depending upon your personal capabilities, this could be a very natural role, or it could produce minor chaos. Most new leaders of organizations have some misconceptions and fears:

- I’m a Student Leader and I should know all the answers.
- What if I don’t meet the group’s expectations?
- What are they expecting of me?
- I must do everything right.
- Can I really do the job?
- Do I have the skills?

**Hints for a Successful Club/Organization**

Establish a real purpose and a meaningful program, understood by all members.

Establish goals in writing, both short term and long range.

Have well-planned meetings and written agendas.

Increase participation by urging expression of opinions and delegating responsibility.

Develop enthusiastic leadership; it is essential and sets the tone.

Use the experience and knowledge of your sponsor.

Be consistent with your activities.

Evaluate your meetings and your club.

BE POSITIVE IN YOUR THOUGHTS AND WORDS!!

Be aware of the activities of other clubs and organizations.

**Account Renewal Form**

**For Existing Clubs with 24 accounts to renew annually**

**ACCOUNTING FORM**

Club Account Renewal Form
North Lake College

**ORGANIZATION NAME:** Under Water basket weaving

**ACCOUNT NUMBER:** 24-07-556,556-84,200

**SOURCE OF REVENUE:** Fund raise rs

**OFFICERS:** at least two officers and one advisor must sign below; Form good until Aug. 31st each year.

**NAME**

Blaze Tray lor

Mary White

Logan Wilton

Harrison Lee

Charlotte Thompson Public Relations Charlotte Thompson

**TITLE**

President

Vice President

Secretary

Treasurer

**SIGNATURE**

Blaze Tray lor

Mary White

Logan Wilton

Harrison Lee

Charlotte Thompson Public Relations Charlotte Thompson

**ACCOUNT RENEWAL FORM**

This form has to be fill out and keep up to date for the business office to process anything.

Only people on the form can sign off and process account information.

If possible have all the officers sign the form.

Fill out all forms in blue or black ink.

**BE POSITIVE IN YOUR THOUGHTS AND WORDS!!**
A LEADER

• Has faith in people and wants to work with them.
• Has poise and confidence.
• Carefully pre-plans meetings to make sure they run smoothly.
• Shows interest and alertness by his/her own attitude, mind, body, and expression.
• Is democratic in dealing with members.
• Is fair and impartial—doesn’t take sides when he/she is presiding.
• Is patient, optimistic, and gives credit for work done.
• Is sensitive to the individual and recognizes individual differences.
• Acts as a helper, umpire, and moderator so that all members are encouraged to share in the work of the organization.
• Shows a sense of humor to relieve the tension of a serious meeting.
• Realizes that it is their responsibility to serve their organization as a leader and to let others share group responsibility.
• Believes in the organization and has a sincere desire to do the best of his/her abilities.
• Wants to be a team member.

IF YOUR ACTIONS INSPIRE OTHERS TO DREAM MORE, LEARN MORE, DO MORE, AND BECOME MORE, YOU ARE A LEADER.
JOHN QUINCY ADAMS

Characteristics of a Leader

- Participatory
- Proactive
- Objective
- Creative
- Respectful
- Driven
- Effective
- Engaged
- Communicative
- Involved
- Responsible
- Focused
- Accountable
- Service
- Visionary
- Ethical
- Optimistic
- Innovative
- Team
- Leader
- Professional
- Confident
- Leader

EFFECTIVE OFFICERS LEAD TO EFFECTIVE ORGANIZATIONS: OFFICERS SHOULD:

• Know how to conduct orderly meetings.
• Be familiar with the club/organization constitution and refer to it when there are procedural questions.
• Promote a friendly, cooperative atmosphere in which each member has the opportunity to express him/herself and participate. Participation increases interest.
• Set goals and objectives for the group, and work cooperatively towards accomplishing them.

STUDENT LEADERSHIP INSTITUTE

WHERE TODAY’S STUDENTS BECOME TOMORROW’S LEADERS

MISSION

The mission of the Student Leadership Institute (SLI) at North Lake College is to develop and nurture leadership skills through a comprehensive program that focuses on the whole student experience. SLI is a two-semester program established to help you become well-prepared as a leader on and off campus. Students will learn ethical principles that allow for their personal, professional, and academic growth.

SLI is free and open to all North Lake students. The North Lake SLI provides an opportunity to explore and enhance leadership abilities through working with students and staff members. Members can choose to participate in retreats, training sessions, seminars and conferences.

SLI MEETS TUESDAYS
FROM 2:00 P.M. TO 4:00 P.M.
IN THE MULTI-PURPOSE ROOM H226

MEMBERSHIP IN STUDENT LEADERSHIP INSTITUTE

SLI is a continuing education course and will be on your continuing education transcript. It requires a commitment from each student. You will receive 3 CE credits upon successful completion of each course. This is an official class, so be committed to attendance and participation.

We now have 4 levels each worth three credits each. Students must complete the previous level to move the next. The first level includes training on leadership, workshops, and teamwork. The second level includes presenting workshops, guest speakers, advanced teamwork, and enhanced leadership training skills. The third and forth levels prepare students to become Orientation Leaders and complete the CRLA national mentor certification. All students in each level will have the opportunity to attend retreats and seminars throughout each semester.

The course begins in the second week of each semester and continues through the week before final exams.

SLI MEETS TUESDAYS
FROM 2:00 P.M. TO 4:00 P.M.
IN THE MULTI-PURPOSE ROOM H226
Besides doing team building activities, it's important to find common interests and do fun stuff together. All work and no play is not a good thing.

Why Team Building is Important to Your Group's Success

• Establish comfort. Whether it's a new officer or a mix of new and old, there's inevitably a certain level of trepidation at the start of a new year and the new group dynamics that come with it.

• Develop problem-solving skills – activities that require officers to work together to solve problems can improve the ability to think rationally and strategically. Teams that are able to determine when a problem arises and know what they can do about it, can then effectively take charge when a real crisis occurs.

• Establish common purpose. Working as a unit will help officers/members figure out what they, collectively want out of the year. These are decisions that well-bonded groups make together to get everyone focused and working together toward the same goal.

Communication

Communication is a necessary skill for any type of group collaboration. This includes interpersonal skills, or the confidence and ability to share ideas and engage in genuine conversation with others. This helps students form rapport and friendly bonds with teammates. Sharing ideas comfortably and with clarity is central to verbal communication. Team members rely on each other to contribute thoughts and ideas. Listening effectively to the input and feedback of others is also an important communication skill.

Conflict Resolution

At some point, high-performing teams experience conflict. This may take a while as there is often a honeymoon period initially as team members get used to one another. However, once members get used to each other and comfortable, they often begin to offer conflicting perspectives and debate ideas. While this is ultimately productive toward the goal of coming up with the best solution, conflict resolution skills are necessary. This includes the ability to understand and consider others' points of view without being easily offended. It also means avoiding making personal or cutting remarks about someone with whom you have disagreements with. A respectful attitude toward teammates helps you work through disagreements more effectively.

The Power of Teamwork Video

TEAM-BUILDING GAMES THAT PROMOTE CRITICAL THINKING

ULTIMATE GUIDE TO TEAM-BUILDING ACTIVITIES

VIDEO ABOUT GROUP COHESION

THE POWER OF TEAMWORK VIDEO

Also, keep in mind this statement: "Delegation increases involvement... Involvement increases loyalty... Loyalty increases Commitment.”

The 10 Rules of Successful Delegation

1. Be Patient - The first time you delegate any task, it is almost certainly going to take longer than doing it yourself. That's normal. Over time, it will get easier.

2. Don't Over-Delegate - It's not shifting work you should be doing to someone else's plate—it's getting those tasks you shouldn't be doing off of yours. It's important to know the difference.

3. Pick the Right People - Make sure the person you're delegating to is qualified to do the task. Better yet, try to delegate tasks that will make use of your team members' best skills and strengths. Then...

4. Explain Why You're Delegating - When you select people to delegate to, tell them why you chose them specifically, and how you hope to see this help them grow. Help them see each delegated task as an opportunity to take on more responsibilities or grow new skills.

5. Be specific with your asks, including why a task needs to be done, the deadlines, and the expected results. Vague instructions beget vaguely terrible output.

6. Provide Training - Delegation doesn't just mean handing off a task—make sure your team members have the resources they need to do the job. A good training rule of thumb is "I do, we do, you do" (i.e., watch me do this, then let's do it together, now you try).

7. Touch Base - Throughout the course of the project or task, always schedule time to touch base. The more complex the task, the more often you may need to touch base.

8. But Don't Micromanage - Once you've delegated, trained, and set up a schedule for touching base, back away from the project. To succeed (and to help your employee succeed), you have to let go.

9. Offer Feedback - Any time you delegate something, provide feedback on the end result (both positive and constructive). It's an extra step, but making sure you're getting exactly what you need—and helping others get better over time—will only help you in the long run.

10. Say Thanks - Hey, they are saving you time and providing value.
A thorough leadership transition plan is the responsibility of both the outgoing and incoming officers, and is one of the most important tasks of a student organization leader. Effective officer transition accomplishes many important functions including:

- Transfers significant organizational knowledge
- Prevents the organization from having to start over each year
- Gives outgoing leaders a sense of closure
- Provides opportunities for thorough evaluation of the year’s programs and events
- Orient new leaders for the organization, increasing their expertise and confidence
- Builds relationships between new student leaders and the organization advisor

The goal of officer transition is to transfer the knowledge and information necessary for new leaders to thrive well and improve the organization. To be effective, transitions must be interactive and communicative processes between all parties involved. It is important to focus on the future of the organization through evaluations of the past year and goal-setting for the upcoming year. Think about your objectives for the transition process, instilling comfort and pride with the new leadership position, passing on your expert knowledge, setting the organization up for future success, etc. Establish plans for transition that reflect those specific objectives.

The key to a successful transition is to have a new officer training. Outgoing officers and advisers can plan a training retreat to provide information to the incoming officers to continue the success of the organization.

A final note about officer transition is that it actually occurs year-round, as you identify emerging leaders within the organization and provide them with opportunities to assume increasing amounts of responsibility for your programs and events.

Empower your members to get more involved from the beginning, and you will have less work to do when you transition them into officer positions at the end.

Other Helpful Hints

- Officer Duties: New officers sometimes don’t know where to begin. Encourage your officers to create a quick to do list for the new officers, including advice and suggestions. It is also a good idea to pass along manuals, folders, and documents that were used, both electronic and hard copy.
- Create a Contact Sheet: Collect names, email addresses, and phone numbers of new and old officers so the executive board can continue to communicate over the summer to help with forwarding of information.
- Important Dates: Be sure to let your new officers know of important dates and deadlines
RECRUITMENT

People are the most important ingredient of any organization. Recruiting quality people is a difficult task at best. Yet, it is an on-going responsibility that should be done throughout the year and not restricted to a designated time period.

The continued existence of your organization depends on the recruitment of quality people. Students stay with organized, dynamic groups that meet their personal goals for membership.

WHY PEOPLE JOIN ORGANIZATIONS
- For affiliation, achievement, and power
- For growth and experience
- To have fun
- Make friends
- Guidance, leadership, and scholarship
- Practical experience
- A sense of belonging
- Fulfill their needs

WHY PEOPLE DON’T JOIN ORGANIZATIONS
- Do not present an opportunity for further advancement, development, or achievement
- Do not fulfill time needs
- Unaware of the organization’s existence
- Not asked to join
- Organization has a bad image
- Think they are too busy
- Fear of failure
- Leadership of organization is unorganized
- The organization is not productive

PUBLICIZE OPEN (GENERAL) MEETINGS
Hang posters with all semester meeting dates and times
Have info tables at campus events - Like the
Plan social events in addition to educational activities and make people aware of them. People will join a group that is active.
Send e-mails to individuals – a personal invitation to a meeting or social function can go a long way in making someone feel important.
Maintain a good image.

MARKETING

STUDENT LIFE OFFICE WILL PRINT UP TO 10 POSTERS PER EVENT. FOUR 18 X 24IN AND SIX 11 X 17IN OR TEN 11 X 17IN
EMAIL POSTERS TO DEBRA JENSON AT DJENSON@dcccd.edu AT LEAST ONE WEEK PRIOR TO NEEDING THEM.
The file type can PDF(preferred) WORD, .AI, .PS LASTLY IF NEEDED Jpeg

POSTING GUIDELINES:
1.) All club postings must be brought to the Student Life office (room H-201) for review and approval stamp. Postings without approval stamp are subject to removal.
2.) Please do not tape, pin, staple or post anything on painted/sheetrock surfaces or doors.
3.) Please do not tape anything to outdoor/exterior windows or glass doors as these have solar film on them.
4.) A maximum of ten items may be posted at one time per event.
5.) Please do not post on unapproved bulletin boards or in the Gallery.
6.) All posters must be removed the day after the event (within 24 hours).

Other source of communication is using social media
Each club/organization needs to fill out a social media agreement form from marketing

Clubs and organizations that have bulletin boards for club activities. The club/organization officers are responsible for maintaining these boards.
Clubs and organizations may differ in the way they function because of their purpose but having meetings are important. They give members a chance to discuss goals and objectives and keep updated on current events. They provide a chance to communicate and keep the group cohesive. But most of all, meetings allow groups to pull resources together for decision-making.

Some clubs may run their meetings by Robert’s Rules or an adaptation of them or even simpler but either way it is important to have a plan. They need to find out what works best for them.

**Sample Agenda (More Formal)**
- Call meeting to order
- Approval of minutes
- Committee Reports
- Old Business
- New Business
- Open Floor (announcements)
- Adjourn

**For a more casual meeting**
- Just a list/schedule of what is going to be discussed at the meeting
- To save paper agendas can be displayed on a projector or emailed prior to the meeting

**Before the Meeting**
- Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Choose an appropriate meeting time. Set a limit and stick to it.
- The location of the meeting is very important. Choose a location that is easy for members to find. Be sure to select a location that will accommodate the size of your organization.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.
- Develop an agenda.

**Benefits of Keeping Minutes**
Meeting minutes are beneficial because they provide:
- The official records of an organization, the processes utilized in democratic decision-making, and the results of an organization effort.
- A valuable review of the activities of the past, and aid in report writing and formulation of future activities and programs.
- Credibility and accountability for an organization program effort.
- Members who could not attend a meeting with information regarding the organization.
- Help with follow-up on organization actions and committee assignments.
- Help in formulating the agenda for the next meeting.
- Continuity between organization committees and organization activities.
- Record of what is approved when spending club funds.

**Common Pitfalls of Meetings**
- Not having set meeting dates if possible set dates and times for the entire semester
- Not reserving a space ahead of time thru Student Life Office
- Leaving the process of the meeting to fate
- Uneven preparation, varying levels of understanding
- No mutual agreement on what the problem is
- Unclear or incomplete action items or decisions
- The wrong participants, missing key people
- Meeting being dominated by one or two people
- Not taking time to assure mutual understanding—No clear, agreed-up-on agenda
- Mixing purposes
- Too many agenda items
- Shifting focus
- Lack of visual helpers

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**During the Meeting**
- Greet members to make them feel welcome and be sure to introduce any new members. You might also want to have icebreakers
- Start on time. End on time.
- Follow the agenda.
- Encourage discussion so you get different ideas and viewpoints. Remember the organization belongs to all members. When members see their ideas have an impact on the decision-making process, their commitment to the organization is increased.
- Keep the discussion on topic and moving towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
Clubs and organizations do not hold tax exemptions status under the auspices of North Lake College or the Dallas County Community College District. Some honor societies and other national organizations may have tax exemptions status with their organization’s headquarters. These organizations are encouraged to contact their respective headquarters in pursuit of a tax exemption identification number under 501(c)(3) of the IRS code.

6. CREATE A PUBLICITY PLAN.

The more time and effort you put into publicizing your event, the greater the turnout. Once you have your name, location, time and date secured, develop a marketing plan immediately. Suggested methods of publicity are:

- Flyers/Posters
- Email
- Social Media (Facebook, Twitter, Instagram, etc)

Announcement at the beginning/end of class, the amount of effort you put into marketing your event will correlate with the attendance and success of that event.

5. Establish a budget - Determine what you need to take your event to the next level. Possible costs involved with planning an event that must be considered:
   - Venue Costs and Rentals
   - Advertising, Promotions & other Supplies (such as paper for fliers, posters, & programs)
   - Honorarium/Performance Fee (travel & lodging)
   - Hospitality/Food
   - Security and medical staff

7. Determine Evaluation Process.- How will you determine if your event is a success? What information can you gather to help improve your events in the future?

GRIEVANCES

The following process shall be employed to resolve conflicts between officers, sponsors, advisors and/or Student Life that cannot be resolved either 1) between the parties of origin, or 2) through intercession of the Student Life office.

1. All problems and/or complaints should be presented immediately to the club advisor first.
2. Each party and a representative of Student Life (designated by the Director of Student Life) will prepare a written statement to be presented to the Vice President of Student Services & Enrollment Management. The statement will include whatever information is deemed pertinent to the conflict.
3. The Vice President, Student Services & Enrollment Management will recommend a solution.

ACCOUNTING

Any donation over $100 has to go thru the DCCCD Foundation first before being deposited into a 24(club) account.

A monthly activity log of credits and debits and current balance is required to remain in good standing. There has to be some 24 account activity during the fiscal year to remain active. Inactive 24 account will be closed after a year.

EVENT PLANNING

WHY IS PLANNING FOR EVENTS SO IMPORTANT?

Anyone can plan an event, but it takes hard work and preparation to host a GREAT event! The purpose of hosting events can vary (to communicate ideas, promote the organization, etc.) so it’s important to know both why you’re planning the event and how to do it successfully.

The Student Life Office is available to provide assistance with event planning at all stages of the process. From setting event goals and conceptualizing the program to evaluation, we can work with you to make your event a success. Contact us to make an appointment to review your event plans and obtain assistance.

GENERAL TIPS:

Plan ahead: know the basics of your event before contacting anyone.
Know who to contact and when they should be contacted.
Complete all necessary forms like the online event proposal form.
Relay all given information to the entire sponsoring organization so every member is aware of what is happening.
Contact the Student Life Office if anything changes regarding your event.

PLANNING YOUR EVENT

1. Develop Event Goal & Objective - Ask yourself, what is the purpose of the event? Who are we trying to impact? What kind of impact do we want to make?
2. Set a date and location - Make sure that you have reserved space thru Student Life, and received final confirmation of the space reservation BEFORE you advertise for an event.
3. Organize a Team - Who all do you want to assist in planning the event? How can you delegate tasks to make the event more manageable?
4. Create a Master Plan - What activities do you want to have? Create a timeline for the planning of your event and a day-of logistics schedule if needed. This includes creating shopping lists, submitting requisitions, marketing, etc.
5. Establish a budget - Determine what you need to take your event to the next level. Possible costs involved with planning an event that must be considered:
   - Venue Costs and Rentals
   - Advertising, Promotions & other Supplies (such as paper for fliers, posters, & programs)
   - Honorarium/Performance Fee (travel & lodging)
   - Hospitality/Food
   - Security and medical staff

6. CREATE A PUBLICITY PLAN.

The more time and effort you put into publicizing your event, the greater the turnout. Once you have your name, location, time and date secured, develop a marketing plan immediately. Suggested methods of publicity are:

   - Flyers/Posters
   - Email
   - Social Media (Facebook, Twitter, Instagram, etc)

Announcement at the beginning/end of class, the amount of effort you put into marketing your event will correlate with the attendance and success of that event.

7. Determine Evaluation Process. - How will you determine if your event is a success? What information can you gather to help improve your events in the future?

EVERYTHING ELSE YOU NEED TO KNOW

Clubs and organizations do not hold tax exemptions status under the auspices of North Lake College or the Dallas County Community College District. Some honor societies and other national organizations may have tax exemptions status with their organization’s headquarters. These organizations are encouraged to contact their respective headquarters in pursuit of a tax exemption identification number under 501(c)(3) of the IRS code.

Why is planning for events so important?

Anyone can plan an event, but it takes hard work and preparation to host a GREAT event! The purpose of hosting events can vary (to communicate ideas, promote the organization, etc.) so it’s important to know both why you’re planning the event and how to do it successfully.

The Student Life Office is available to provide assistance with event planning at all stages of the process. From setting event goals and conceptualizing the program to evaluation, we can work with you to make your event a success. Contact us to make an appointment to review your event plans and obtain assistance.

GENERAL TIPS:

Plan ahead: know the basics of your event before contacting anyone.
Know who to contact and when they should be contacted.
Complete all necessary forms like the online event proposal form.
Relay all given information to the entire sponsoring organization so every member is aware of what is happening.
Contact the Student Life Office if anything changes regarding your event.

PLANNING YOUR EVENT

1. Develop Event Goal & Objective - Ask yourself, what is the purpose of the event? Who are we trying to impact? What kind of impact do we want to make?
2. Set a date and location - Make sure that you have reserved space thru Student Life, and received final confirmation of the space reservation BEFORE you advertise for an event.
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**Fund-Raising Ideas**

- **Food Sales**
  - Pizza
  - Chick Fil a
  - Hot dogs/Corn dogs
  - Goods may not be home made
  - City of Irving Food Permit need to be filed

- **Bake sales**
  - Goods may not be home made

- **Holiday theme sales**
  - Halloween
  - Valentines
  - Christmas

- **Restaurants that host event and split the profits**
  - Yogurt Zone
  - McDonald’s
  - Sweet Tomatoes

- **Drawing**
  - If the prizes are gift cards they must be donated

- **Game tournaments**

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**Steps to Organize a Fund Raiser**

1. Figure out kind of fund raiser the club wants to do and possible dates.
2. Fill out online Event form this reserves your space.
3. Turn in Fund Raising Application at least 2 weeks prior to event. This process approves your fund raiser.
4. Along the way coordinate supplies and volunteers. Remember to consider up front cost.
5. Request a cash box with up to $25 in change 48hr before.
6. After the fund raiser bring the cash box with money to Student Life to fill out the middle section of the Fund Raising Application.
7. Take form and deposit the money with the Cashier. All money has to be deposited within 24hrs of event.
8. Keep receipt of the deposit for your records.

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**Restaurants that host event and split the profits**

- Yogurt Zone
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**Drawing**

- If the prizes are gift cards they must be donated

**Game tournaments**
Clubs will be able to request advance petty cash from the Student Life Office if the money is available. We will have up to $200 available. They must turn in the Advance Petty Cash form with all required signatures to the office prior to receiving the money. A maximum of $75 can be taken out at one time. Receipts for expenditures and any change must be returned within 24 hours. Receipts and change must be returned within 24 hours. Minutes or a memo with majority of officer signatures that approved the use of funds and why. Receipt and minutes or a memo with majority of officer signatures that approved the use of funds and why is required with the form. Advisor and two officer signatures are required to process the request for expenditures. A maximum of $74 can be reimbursed.

This form can be obtained from Student Life Office in H201 and is used for advance petty cash and to reimburse individual for club expenses. The money will be eventually be taken out of their 24 accounts.
For reimbursement over $75
Receipt and minutes or a memo with majority of officer signatures that approve the use of funds and why is required with the form.
Reimbursements to students go on their Higher One card.
Sexual Assault is the forcing of undesired sexual acts by one person upon another, types include:

- Forced physical sexual behavior such as rape or sexual assault
- The use of a position-of-trust to compel non-consensual relations with out force

Sexual Harassment of any kind will not be tolerated. All complaints of sexual harassment will be taken seriously and investigated thoroughly.

SAFETY PROGRAMS

(No Cost!)
Active Shooter Defense for Students, Staff, & Faculty
STAND UP!
Against Domestic Violence & Sexual Assault Seminars
STAND UP!
Self Defense Classes

PROHIBITED WEAPONS ON CAMPUS:

FIREARM (currently)

ILLEGAL KNIFE: one with a blade over five and half inches

EXPLOSIVE WEAPON: any explosive or incendiary bomb, grenade, rocket.

SWITCHBLADE KNIFE: any knife with a blade that opens automatically.

KNUCKLES: any instrument that is designed for inflicting injury by striking a person with a fist enclosed in the knuckles.

CHEMICAL DISPENSING DEVICE: other than a small chemical dispenser sold commercially for personal protection.

CLUB: any instrument designed for striking a person, including a blackjack, nightstick, or mace.

HAZING

Any intentional, or reckless act directed against a student that endangers the mental or physical health of a student for the purpose of pledging, being initiated into, or maintaining membership in any organization or club.

North Lake College will not tolerate hazing and will Treat ALL accounts of hazing as SERIOUS.

Report any rumors, policies or actual incidents of hazing to your organizations faculty sponsor and/or campus administration/ Student Life Office.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

Example include:

- Physical contact that would reasonably be construed as sexual in nature.
- Engaging in sexually oriented conversations for personal sexual gratification.
- Telephoning students at home or elsewhere to solicit inappropriate social relationships.
- Enticing or threatening students to engage in sexual behavior in exchange for grades or other school related benefit.

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DRUG AND ALCOHOL POLICY

Use or possession of alcohol or any illegal drug or controlled drug, without a prescription, is strictly prohibited on college premises or at any college sponsored activity.

MAK E IMMEDIATE REPORT OF:

Criminal offenses
Safety/Health Hazards
Traffic accidents/ Striking an unattended vehicle
Injured / ill persons
Suspicious persons / circumstances
Assistance requests

NOTIFY COLLEGE POLICE USING:

Interior Emergency Phones (Red wall plate)
On campus phone: dial 9-1-1
From cell phone: dial 972.860.4290

• ALWAYS be aware of your surroundings.
• Don’t leave cellphone, laptops, backpacks, etc. unattended…at any time.
• Hide your things, Lock your car, Take your keys.
• After dark, walk to your car in groups or call College Police for escort.
• Register your vehicle
• Be aware of aggressive solicitation (panhandling) on campus and on DART.

KEEPING YOUR ADVENTURE SAFE

“SEE SOMETHING, SAY SOMETHING”

@nlcpd
North Lake College Police Department

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**Title IX**

**YOUR RIGHTS AT NLC**

1. **Title IX** is a landmark federal civil rights law which prohibits sex discrimination in education. It is not just about sports. It addresses sexual harassment, gender-based discrimination, and sexual violence.

2. Title IX applies to male, female, and gender non-conforming students, staff, and faculty.

3. Under Title IX, NLC will prevent any retaliation against students, faculty, and staff and keep them safe from other retaliatory harassment or behavior.

4. NLC has established procedures for handling complaints of sex discrimination, sexual harassment, or sexual violence under Title IX.

5. NLC will be proactive in ensuring that our campus is free of sexual discrimination. Under Title IX, if NLC knows or reasonably should know about discrimination, harassment, or violence creating a "hostile environment" for any student, we will act to eliminate it, remedy the harm caused, and prevent its recurrence.

6. NLC can issue a "no contact" directive under Title IX to prevent the accused student from interacting with or approaching the alleged victim.

7. NLC cannot discourage a complainant from continuing their education. They have a right to remain on campus and have every educational opportunity available to them under Title IX.

8. Under Title IX, NLC will take immediate action to ensure that a student can continue his or her education free of ongoing sex discrimination, sexual harassment, or sexual violence.

If you believe you have been subjected to any other form of gender discrimination under Title IX, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator in the Library, Office L 232 and/or other College official. If you would like to initiate a criminal investigation of a sexual assault, please call the NLC Police Department at 972-273-3302.

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**North Lake College Equal Opportunity & Sexual Harassment Policy**

**Link to Online Complaint Form**

http://daccnlcc1.tqualtrics.com/jfe/form/SV_eWAuyb86nHzA1bT

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**Emergency Notification**

NLC utilized three basic response procedures to cover most incidents.

- You may be notified of an emergency by:
  - Horn blasts and strobes from the fire alarms
  - Public Address System (PA) On-Campus-Speakers in all areas of campus capable of "canned messages" or voice alerts
  - Blackboard Connect © (ENS) On/Off-Campus *All in/Out Text - Email
  - Mandated by Law

Also - Facebook and Twitter

**Shelter (Severe Weather)**

Familiarize yourself with these location before an emergency occurs.

In the event of inclement weather you will be advised to SHELTER.

Proceed directly to a SAFER ZONE an Interior rooms away from windows.

SAFER ZONES are marked with a tornado symbol.

Remain until given the all clear.

**Lockdown (Active Shooter)**

In the event of a violent intruder or other police activity:

Stay in your classroom and away from windows (line of sight).

Remain quiet and silence cellphones (texting and using social media to convey useful information is okay).

If you’re in a common area, quickly move into a classroom or office.

NLC staff/faculty will lock the door and turn off the lights.

Once doors are locked don’t open until instructed by emergency personal.

**Evacuate (Fire)**

Leave the building via the Evacuation route.

Familiarize yourself with evacuation routes before hand. They are either posted or available through campus police.

Once outside move at least 200 feet away from any building.

Do not reenter the building for any reason until All Clear message given by Police, Fire or College Emergency Response Team (CERT) member.