

Club Officer and Advisor Expectations And Responsibilities



STUDENT LIFE AND LEADERSHIP LOCATED IN SC114



Danielle Garruba, Director
Jeannette Clugsten, Coordinator (Clubs)
Jen Nicolini Coordinator (L.E.A.D.)
Kari Forwood, Coordinator
(New Student Orientation)

We are here to help!

WHY ARE WE HERE TODAY?

To learn about what we expect from Club Officers.

To learn how to communicate with your advisor and your club members.

To learn how to plan:

- club meetings
- events



OFFICERS LEAD BY EXAMPLE



Officers are a positive force in clubs. Avoid causing drama and squash it in others.

Officers should know and follow club procedures. Know your own constitution.

A club is a commitment. Follow through and stay for your entire elected term.

Officers Must Attend SGA Meetings

At least 1 club member must attend each meeting

A club representative must attend at **least 2 general meetings per semester** (*You cannot represent more than 1 club at a meeting*)

If attendance is not possible, e-mail:
SGA@mccc.edu **ASAP**

Student Government Association presents:

General Meetings

Fall 2023

September 12th, 2023

October 10th, 2023

November 14th, 2023

Time: 3:00 - 4:00 PM
Location: Online via Zoom



Scan me!

<https://us02web.zoom.us/j/8755875222>



Feel free to stop by our office at SC117

@mccc_sga

For more information email:
mirian.lopez@students.mccc.edu



COMMUNICATION IS KEY

- Meet with your club advisor regularly (for their guidance and your updates). Thank them for the time they spend with you.
- Be sure to keep club members up to date with information from SGA & Student Life.

MEET WITH YOUR CLUB REGULARLY

Set a semester long schedule for your meetings.

Decide what events/trips/semester goals you want to accomplish at the beginning of the semester.

Make sure to involve your club members in decision making, planning and execution of your goals.



club Meeting

CHECKLIST

	TASKS			
	O IS FOR OFFICERS, A IS FOR ADVISORS, BOTH INDICATES A TASK FOR BOTH OFFICERS AND ADVISOR	O <input checked="" type="checkbox"/>	A <input checked="" type="checkbox"/>	BOTH <input checked="" type="checkbox"/>
1	Establish a semester long meeting schedule if possible. Distribute to members.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Secure a room for meetings. See options below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Club Room can be secured by officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	For any other room, advisor must contact Shannon Krause at krauses@mccc.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Any special A/V equipment needed? Advisor contacts IT.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Special set up needed (tables, etc) Advisor contacts Facilities. (Use MLink to access SchoolDude)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Are meetings held before 5pm? No advisor needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are meetings held after 5pm? Advisor must attend.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Do you need to advertise meeting? Get flyer approved by SLL.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Flyers can only be hung on bulletin boards, no taping to walls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Make sure to drop off a flyer with Viking 89 Radio Station (located at SC110)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Arrange for refreshments if applicable. See options below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If ordering through cafeteria, complete form on linktree	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	If getting food from outside source, keep receipts for reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Set agenda for the meeting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Execute meeting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Clean up any trash in meeting room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Debrief with officers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CLUB FORMS CAN BE FOUND AT [HTTPS://LINKTR.EE/CLUBSMCCC](https://linktr.ee/clubsmccc)

Use this checklist to plan your meetings. Make sure that all of the appropriate tasks are completed and forms are submitted.

FORMS

After getting your advisor's approval, you may submit:

- *Event Authorizations (3 weeks prior)**
- *Community Service Form (at least 1 week prior)**
- Catering Request (at least 3 weeks prior)**

All forms can be found at
<https://linktr.ee/clubsmccc>



ANNUAL CLUB FORMS & DEADLINES



Due the First Monday in October –
Advisor Forms every year
Officer Forms every year
Updated Constitution every two years.

Please submit all forms online.

TRAVEL GUIDELINES

Travel Forms: MUST BE SUBMITTED TWO MONTHS IN ADVANCE OF TRAVEL BY CLUB ADVISOR.

Travel Request Authorization can be found on MLINK under ADMINISTRATION and FINANCE.

Each student attending **MUST** fill out a Release and Indemnification Form

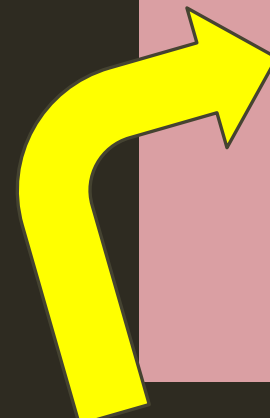
If a student provides their own transportation, does **NOT** stay overnight, will **NOT** need reimbursements for food, and there are **NO** registration fees: no need for Travel Form



Events

- **Event Authorization Forms:** Event Forms are IMPORTANT for Club Recognition! If you do not submit your event forms, SL&L will assume you are inactive!
 - What Constitutes an Event?
 - Guest Speaker, Performance, Dance or Social Activities, Workshop, Trivia Game, Induction, Educational Activity, Community Service Activities (separate form)
 - What Does NOT Constitute an Event?
 - Club Meetings, Bake Sales, Club Members Hanging Out

EVENT BEST PRACTICE — *WOMEN IN BUSINESS*




Event Calendar

SPRING 2023

FEB 21	RESUME 101 A full walkthrough to create a professional and functional resume
FEB 28	RESUME 102 Part 2 of the resume workshop class is a hands-on approach to building YOUR own resume
MAR 07	WOMEN IN BUSINESS PANEL Q&A with 5 REAL women in business, hear their stories and tips for success.
MAR 10	PROFFESIONAL HEADSHOTS Get your headshots professionally taken! Great for portfolios and LinkedIn profiles
MAR 21	LINKEDIN WORKSHOP Create a professional LinkedIn Profile perfect for internships & networking

WE LOVE THAT THEY PUBLISH THEIR EVENT CALENDAR FOR EVERYONE! And they offer quality events that are DIRECTLY RELATED to their purpose.



EVENT BEST PRACTICE - ART CLUB



Artist talk with Taylor Glenn
TUESDAY 3/7 ES 122



Taylor Glenn is an interdisciplinary artist, illustrator, designer, and writer working in California and Maine. She received her BFA in Graphic Design and Digital Media with Illustration Emphasis and a minor in Creative Writing from Laguna College of Art + Design in Laguna Beach, CA. Taylor will earn her MFA in Studio Art from Maine College of Art & Design in Portland, Maine, in 2024. Currently, she mainly focuses on fibers, textiles, found objects, installation, and sculpture in her studio work. In her design work, she specializes in creating accessible branding identities for people with physical and cognitive uniquenesses and systems focusing on sustainability and ecological preservation. She has worked with companies like RipCurl, Element Skateboards, and Quokka Brew. Her work has been exhibited in galleries and museums across the United States. Also, her poetry was published in the Chiron Review.



Guest Speakers

are a great way to get your club together and learn something new! We love that the Art Club had a fellow student at a four year school speak to the club.

club event CHECKLIST

	TASKS	O	A	BOTH
	O IS FOR OFFICERS, A IS FOR ADVISORS, BOTH INDICATES A TASK FOR BOTH OFFICERS AND ADVISOR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Determine purpose of event. (Recruitment, club activity, speaker, fund raising, community service, performance, social activity, induction, etc.)			<input checked="" type="checkbox"/>
2	Determine the scope of the event. (How many people do you expect? Partnering with another organization? What supplies do you need? Is it in your budget?)			<input checked="" type="checkbox"/>
3	Is travel involved? (This includes ANY TRAVEL, in State OR Out of State) If travel is involved, Advisor needs to complete a Travel Request Authorization (available on MLink). Also - Advisor MUST contact Danielle Garruba (garrubad@mccc.edu) at least two months in advance of travel to get all forms completed, financial details organized.		<input checked="" type="checkbox"/>	
4	Secure a space for the event. Advisor must contact krauses@mccc.edu for any MCCC space.		<input checked="" type="checkbox"/>	
5	An Event Authorization Form must be completed online through the Linktree platform. Officers may complete this form if the Advisor has approved of all Event details. STUDENT LIFE MUST APPROVE ALL EVENTS AT LEAST THREE WEEKS IN ADVANCE.			<input checked="" type="checkbox"/>
6	Any special A/V equipment needed? Advisor contacts IT.		<input checked="" type="checkbox"/>	
7	Special set up needed (tables, etc) Advisor contacts Facilities.		<input checked="" type="checkbox"/>	
8	Is event held before 5pm? No advisor needed.	<input checked="" type="checkbox"/>		
	Are meetings held after 5pm? Advisor must attend.		<input checked="" type="checkbox"/>	
9	Do you need to advertise meeting? Get flyer approved by SLL.	<input checked="" type="checkbox"/>		
	Flyers can only be hung on bulletin boards, no taping to walls.	<input checked="" type="checkbox"/>		
	Make sure to drop off a flyer with Viking 89 Radio Station.	<input checked="" type="checkbox"/>		

Use the Club Event Checklist to ensure a well-planned and successful event!

club event CHECKLIST

	TASKS	O	A	BOTH
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Plan other advertising. (Mini flyers handed to students, Student Newspaper, Set up a table in hallway)	<input checked="" type="checkbox"/>		
11	Arrange for refreshments if applicable. See options below.			
	If getting food from outside source, keep receipts for reimbursement. (See limits for reimbursement)			<input checked="" type="checkbox"/>
	If ordering through cafeteria, complete Catering Request form on linktree. All orders must be approved by SLL through this form.			<input checked="" type="checkbox"/>
12	Purchase supplies needed. Hold on to receipts for reimbursement (see limits for reimbursements).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	Develop a schedule for your event, including set up time, event schedule and clean up. Assign club members to specific tasks to execute.	<input checked="" type="checkbox"/>		
14	EVENT DAY - ENJOY!	<input checked="" type="checkbox"/>		
15	Clean up event space.	<input checked="" type="checkbox"/>		
16	Debrief with officers/advisor			<input checked="" type="checkbox"/>

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WHAT IS A COMMUNITY SERVICE EVENT?



WHY IS IT REQUIRED? WHAT ARE THE *BENEFITS*?



Definition: Voluntary work (without pay) intended to help people in a particular area to improve quality of life or help solve a problem.

Benefits:

Psychological: Increases overall life satisfaction and helps to decrease stress!

Social: Engages students with the community and increases social awareness and responsibility.

Cognitive: Helps enhance personal knowledge, provides growth through new experiences, and develops interpersonal communication skills.

Plan Community Service Projects

Clubs must complete at least TWO community service projects throughout the school year to retain charter/receive funds. *(If a club is new in the Spring, only 1 community service event required.)*

USE THE EVENT CHECKLIST TO PLAN YOUR PROJECT. AND complete the Community Service Form to get credit.

- Clubs can participate in other clubs' events for service credit.
- Think of a way to contribute to a local non-profit, school or charity through monetary donation or through volunteer hours.

NEW THIS YEAR: NO COLLECTION BOXES



Community Service – BEST PRACTICE Rainbow Alliance



RAINBOW ALLIANCE

SUPER SMASH BROS CHARITY TOURNAMENT

April 4th
Registration 11:30 am
Start Time 12 pm - 3 pm
In SCI04

Casual Entry	Competitive Entry
\$2	\$3
Casual Prizes Gift Baskets for 1st - 3rd place	Competitive Prizes 1st - \$30 Visa Card 2nd - \$20 Express card 3rd - \$10 Play Store Card

All proceeds will go to the Bayard Rustin Foundation

Follow our socials!



MCCCRainbow Discord

A Game Tournament is a great event that can also raise money for a good cause! Rainbow Alliance sponsored a fun event and completed a Community Service project by raising money and donating to the Bayard Rustin Foundation.

Community Service – BEST PRACTICE Students Helping Honduras



Marketing Club
Students Helping Honduras
Fashion Spot
Presents

Valentine's Gifts

Get flowers, chocolates, and baked goods for your loved ones!

February 14th 2023
12 p.m - 2 p.m.
Next to the cafeteria

We only accept cash



A holiday flower/chocolate sale is a great way to raise funds for a charity. The key to success though – is to make sure that you do lots of advance advertising so that your audience is prepped!

Community Service – BEST PRACTICE

Viking 89

We are so grateful for clubs that volunteer time to welcome our new students during the first week of each semester. Sign up for the Spring Welcome Week now! Great way to get Community Service credit.



Community Service – BEST PRACTICE

Alpha Delta Nu

Alpha Delta Nu Nursing Honors Society

Community Service Project at
Trenton Area Soup Kitchen



During the month of December, Alpha Delta Nu Nursing Honors Society served nearly 200 patrons at the Trenton Area Soup Kitchen! In addition, they donated a large amount of food and clothes to help the people of Trenton stay warm this winter season.

TASK works to improve the quality of life for people in the greater Trenton area. They offer a variety of services, such as meal services, job searches, and adult education.



The Trenton Area Soup Kitchen is always in need of volunteers. Check out their website to find out many ways to help on site or off site!

HOST A BAKE SALE!

It's simple! Bake Sales **DO NOT** require an Event Form. Just contact/stop by The Student Life & Leadership Department to book a date and time. This is a great way to increase the money you have in your account to use for events, trips, charitable donations or supplies.

Only **ONE** Bake Sale is allowed per day to avoid unnecessary competition.

BAKE SALE FLYERS MUST BE APPROVED BY SL&L BEFORE DISTRIBUTING!

DEPOSITS TO YOUR CLUB ACCOUNT

All deposits must be to your MCCC account. Use of other accounts is prohibited. (No Venmo, PayPal, Zelle or similar apps are allowed to collect funds)

Once your bake sale, event, etc is finished you must immediately bring your deposit to Student Life (SC114) for deposit.



Finances



Each SGA approved club is eligible for up to \$500 in funds each academic year.

These funds are dependent upon meeting the following criteria,

according to the SGA Constitution:

- 1) Your club must be active (at least 10 members and an advisor)
- 2) Your club must meet regularly, coordinate events, attend SGA meetings and participate in two community service projects per year.
- 3) Funds can be frozen and/or purchases can be denied by Student Life and Leadership if the above criteria is not met.



Finances



Need to purchase something or pay for a trip/conference?

- 1) Do a Check Request Form if you need it in 3-4 weeks. Visit SC114 for the form and info.**
- 2) If you need your items in less than 3 weeks, you should get your advisor's permission to purchase the item(s) if it is less than \$100 total – we will reimburse you from your account.**
- 3) More than \$100? Your Advisor must purchase for you.**

Receipt MUST be itemized, legible, clean, etc.

Purchase MUST be made with cash or your credit card

Receipts need to be submitted to SC114 within 30 days as per Accounting Dept's policy

We cannot reimburse tax - Please get ST-4 Forms in SC114

W-9 FORMS

Needed from YOU if we are reimbursing you for a purchase you have made.

Needed from a company if we are paying them for goods or services.

PICK UP IN SC114

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

C Corporation S Corporation Partnership Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) _____ Requester's name and address (optional) _____

6 City, state, and ZIP code _____

7 List account number(s) here (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶ _____

Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

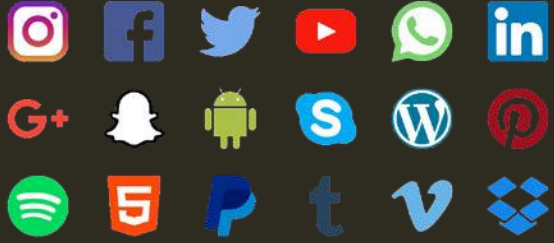
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X

Form **W-9** (Rev. 12-2014)



HOW CAN WE INCREASE

club membership?



Host a table at one of our club days held at the start of every semester!

Hand out flyers as you go to your classes/ hang out on campus. Make some new friends along the way!

(Be sure your flyer is approved!)

Host an information table with a display about your club (reserve a time/day in SC114)

Spring Day- host an awesome table with a fun activity to introduce your club!

Do the leg work- you have to talk up your club and let them see you in action

Social Media is a great advertising tool. Just be sure to monitor your pages for inappropriate contents and give frequent updates.

THE ANNUAL CLUB REPORT



Due the first week of May! Helps us to determine if your club should continue to receive funding.

PRO TIP: Keep a running record of your events throughout the year - it will make things easier for everyone!



THANK YOU FOR ATTENDING OUR TRAINING WE ARE HERE FOR YOU!

