

Student Club and Advisor Handbook

2023-2024



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A Message From Your SGA President:



Hello everyone! My name is Andrew Jimenez. I am pleased to serve as your SGA President for the 2023-2024 year.

To whomever takes the time to read this message, I would just like you to take away two things. That's it.

First, Sandhills is yours. It is what you make of it. Although not a university, your college has opportunities pulsing through the walls. Friendships, relationships, and job opportunities run rampant in school. I encourage you to not hold back on finding those opportunities. Do not hold back on yourself.

Find your belonging in a club, at an event, at a random table in the student center, or anywhere. Put yourself out there! I have made some of my best friends with just a simple introduction. You can too.

Second, we are here for you. I always claim Sandhills is the best community college in America (I may be a tad biased), and that claim is backed by the excellent staff and faculty. If you're having a rough time, reach out. You will not regret it. My personal favorite contact is [Dana Cuellar](#), Director of Student Life (located upstairs in Dempsey Student Center, office 223). She is always welcoming and super fun to bother!

That is all for me.

When you see me around, introduce yourself! It will surely be a pleasure to meet you.

Until then, I wish you the best and please reach out to me at the email below.

Sincerely,
Andrew Jimenez
jimenezam034@mail.sandhills.edu

Meet Your SGA Board



Andrew Jimenez

President

jimenezam034@email.sandhills.edu

Office Hours:

MON: 11:00AM-1:00PM

TUE: 8:00AM-9:00AM

WED: 11:00AM-1:00PM



Ayden Thornton

Vice President

thorntonac289@email.sandhills.edu

Office Hours:

MON: 3:00PM-4:00PM

TUE: 12:00PM-2:00PM

WED: 3:00PM-4:00PM

THUR: 12:00PM-1:00PM

Lizeth Alvarado

Public Information Officer

alvaradolj637@email.sandhills.edu



Office Hours:

MON: 9:00AM-10:00AM

TUE: 1:00PM-2:00PM

WED: 8:00AM-10:00AM

THUR: 1:00PM-2:00PM



Amerah Attia
Secretary/Treasurer

attiaam534@email.sandhills.edu

Office Hours:

MON: 8:00AM-9:00AM

TUE: 8:00AM-10:00AM

THUR: 8:00AM-10:00AM

Caitlyn Hurd

Parliamentarian

hurdcml58@email.sandhills.edu



Office Hours:

MON: 11:00AM-12:00PM

TUE: 11:00AM-12:00PM

WED: 9:00AM-11:00PM

THUR: 1:00PM-2:00PM

Meet Your Student Life Team



Dana Cuellar

Director

cuellard@sandhills.edu

Dempsey Office 223

(910) 695-3858



Jamie Ashwell

Student Life Assistant

ashwellj@sandhills.edu

Dempsey Office 220A

(910) 246-2871



Alexis Lopiccolo

Student Life Assistant

lopiccolo@sandhills.edu

Dempsey Office 220A

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Introduction

This Student Organization Handbook is for faculty/staff advisors and student leaders of campus clubs and organizations to use as a resource for helping your organization achieve success. This handbook will provide information you need to know how to lead and guide your campus group appropriately. Your role as an advisor or club leader is greatly appreciated by the Office of Student Life and all students who benefit from your dedication and involvement.



Current Club List

ACES (Architecture, Construction, Engineering & Surveying)

ABC (Alliance for Black Culture)

Chess Club

Circle K

Computer Technology Club

Creative Writing Club

CRU

C-Step

FCA (Fellowship of Christian Athletes)

Flying Club

GST*A

Horticulture Club

Intramurals

Lacrosse Club

LatinX

Phi Theta Kappa

Radiography Club

SANS (Sandhills Association of Nursing Students)

Students for Life

Tennis Club

Veterans Club

Working with the Student Government Association (SGA)

The SGA is the official sanctioning body for all campus clubs and organizations. The SGA Constitution and Bylaws notify students of their responsibility to initiate and participate in student clubs or organizations. Each club must be recognized as such to be permitted to use the college facilities. Each club or organization must have a full-time faculty or staff member who serves as an advisor and meets regularly with the group.

SGA Meetings

SGA General Meetings are held once a month to keep you up-to-date and prepared for upcoming events. Meetings are held in the Ewing Leadership Wing. The SGA asks that your organization or club send at least one representative to each general meeting. You will receive a point each month your club attends a meeting. Please email the Director of Student Life to add club leadership to emails about meetings, event sign-ups, etc., to streamline communication.

SGA Contact Information

Each SGA Executive Officer holds weekly office hours and assists with questions or concerns during that time. The office is located in the Ewing Leadership Wing. Officer schedules are posted outside, along with their picture. The SGA Vice-President serves as the club liaison and should be contacted regarding any club business at scstudentgovernment@mail.sandhills.edu.

How to Start a Campus Club

Sandhills Community College students who are interested in establishing a club while at the college are encouraged to do so. The club and its purpose must promote the personal-social development of students and are consistent with the values and principles supported by Sandhills Community College. The SGA facilitates the registration process for new clubs. The SGA Executive Board will make decisions to recognize a club under the advisement of the Director of Student Life. The following steps must be taken to start a club:

A minimum of four (4) student members and a Full-Time Faculty/Staff Advisor are required to start a campus club.

To complete all paperwork, a President and Vice President must be selected.

The following forms must then be completed through Eforms:

- Club Constitution Form
- Club Registration Form
- Advisor Agreement Form (Advisor Completes)

After completing the required paperwork, email the Director of Student Life to coordinate presenting your club mission and purpose to the SGA Executive Board during the next regularly scheduled SGA General Meeting.

During that meeting, the SGA Executive Board will vote on sanctioning and granting official status to the club. The Director of Student Life will work with the business office to get club account created in Clarity. Access will be granted to the Club Advisor.

Annual Requirements

Each fall semester, existing clubs must submit an updated roster and Advisor Agreement Form by the last business day of October to remain active. We also ask that you provide a revised constitution only if changes have been made throughout the school year. It is also great practice to keep copies of the agenda and minutes of club meetings.

Serving as an Advisor

Few people recognize the time and dedication it takes to be an effective advisor. Every two years, the membership of the organization changes. Students come and go; therefore, it is often the advisor who provides the continuity and stability of an organization. Dedicated time and commitment to your group are both essential and appreciated.

Every recognized group on campus must have an advisor that is a full-time member of the college faculty or staff. Traditionally, the advisor is related to the organization's purpose either academically or by personal interest. It is perfectly acceptable for an organization to have more than one advisor to share responsibilities. The club and the advisors should discuss and clarify the specific role to be performed by the advisor.

The following duties are expected of advisors:


- Advisor will serve as the liaison between student club members and Director of Student Life.
- Assist with the planning of and attending all events and meetings sponsored by the organization. The campus advisor's presence is expected for special programs held on-campus beyond regular operating hours, all off-campus events, and for those high-risk programs requiring college supervision.
- Approve of club events/speakers, marketing, and fundraising requests.
- Receive and retain the minutes of all meetings.
- Update the treasurer on the financial condition of the organization.
- Review and sign off on all monetary expenditures of the club. Including travel advances, check requests, and reimbursements. In addition, the advisor must retain copies of all receipts and check requests made on behalf of the club.



Expectation of Club Leadership

The officers have a specific responsibility to approach their advisor each year to renew the relationship and to discuss meeting schedules and programming.

A Few Things to Remember:

- Club officers should utilize the advisor as a resource. The advisor provides valuable experiential knowledge that officers, and the organization may use to develop and implement programs.
- Officers should consult the advisor regarding programs, events, and activities and keep the advisor informed of all organization activities, meeting times, location, and agendas. A specific invitation to attend each meeting and activity is encouraged.
- Club Presidents will serve as Senators in the Student Senate. For more information about Senator duties and responsibilities, click here> 
- Officers should inform the advisor immediately if situations arise that might cause problems for the organization or any member.
- The president/chairperson and other officers should meet regularly with the advisor and use them as a sounding board for discussing organizational plans and any internal conflicts. The officer should provide regular opportunities for interaction between the advisor and members of the organization.
- The officers should reserve time at the end of their business meeting for the advisor to speak. If the officers wish the advisor to address a specific topic, this should be requested in advance. Recognize that an advisor should not be committed to any obligation unless they agree to the commitment.



Club Travel

For all off-campus events and trips, proof of an advisor chaperone or a pre-approved faculty/administrative substitute must be provided to the Dean of Instruction for approval. Advisors may request permission for off-campus/overnight travel by submitting the Field Trip Transportation Authorization Form.

- Club advisors are required to complete and submit a Travel Authorization form for off-campus/overnight travel to the Director of Student Life.
- Information on this form must include details of campus departure and arrival, method of travel, the purpose of travel and contact information.
- In addition, a list of all individuals attending the event, along with Student ID numbers, must be reported.
- Suppose the advisor cannot supervise off-campus travel. In that case, the organization must submit for approval the name of an appropriate Sandhills Community College faculty or staff member willing to serve in the advisor's place.
- A car, minivan, or 15-passenger van can be reserved by completing the transportation request on a maintenance ticket (only after approved by the Director of Student Life).
- **Overnight Travel:**
 - Any overnight travel must be approved by the Director of Student Life before any plans are made.
 - SCC students under the age of 18 must be accompanied by a parent or guardian.



Program & Event Planning

We hope that one of the purposes of your organization is to plan events and programs for the members of the organization and possibly the rest of the campus community. No matter the program's size, there are some steps to planning that are always the same. The information provided will help you in the planning of an event. Some of the steps listed may not apply to your event, and there may be steps you need that are not listed. This serves as an essential guide to aid in the planning process.

Flyers/Marketing (posted at least two weeks before the event)

- Our office uses Canva to create marketing and can be used to create social media posts, newsletters, flyers. It is a great resource that handles the graphic design for you.
- To avoid spelling, grammatical errors, or forgetting pertinent details, please have someone proof your marketing. Grammarly is a great chrome extension that works as an added layer of spell check and works with Canva.
- If a student is creating marketing, it must be approved by the club advisor before distribution.
- Flyers can be posted on any bulletin board on campus or left on tables students use to study. Please do not post flyers to anything other than bulletin boards. This includes but is not limited to walls, doors, windows, or cars.
- Remember that if your organization posts any marketing material, it is also your responsibility to remove it after your event is complete. If you notice other outdated marketing, feel free to remove it.



Advertising Across campus (1-2 weeks in advance)

- Advisors should contact the key employees below to advertise in different ways before the event. Please do not allow students to email departments or committees without the advisor's approval and review of the email.
- TVs/Social Media Requests: Advisors can complete the request through the link under Faculty & Staff/Promotional Resources. (Specify if it should appear on Pinehurst, Hoke TVs, or both)
- Student Newsletter: Submit a request by completing the Submission Request for the Student Newsletter on Eforms. Request must be submitted by 5pm on the Wednesday prior to when it is supposed to appear in the newsletter. (Advisors Only)
- Large Foam Board Marketing: Email Chris Waldrop (Advisors Only)
- Hoke Center: Flyers can be placed in interoffice mail to Diane Reynolds or Kelly Peele for distribution.
- All User Emails are appropriate for events that are open to the entire campus community. When sending all user emails, address users in the Bcc line to avoid "reply all." (Advisors Only)



Work Orders (at least 1-2 weeks in advance)

- Table/Chair/Stage Request: Email Director of Student Life to get approval. Once approved, submit maintenance ticket with all pertinent details. Be sure to include a time that everything can be cleaned up. (Advisors Only)
- Projector/Speaker/Mic/Podium Requests: Email Chris Waldrop in AV (Advisors Only)
- Table Request in Dempsey Student Center: Complete **Table Request in Dempsey Student Center form** in Eforms.
- SGA Board Room (Dempsey 201)/ Ewing Leadership Center: Email Dana Cuellar, James Ashwell, or Alexis Lopiccolo.
- Clement Dining Hall Requests: Email Director of Student Life for approval. Once approved, email Teresa Sheets to reserve Clement Dining Hall. (Advisors Only)
- Owens Auditorium: email Chris Waldrop (Advisors Only)

Contracts

- If the program you plan involves any contracts, you must bring the contract to the Director of Student Life for review and approval. **Students may not sign contracts.** Only authorized college officials may execute a contract and need at least five business days to review.



Club and Resource Fair

At the start of each semester, the SGA hosts the Club & Resource Fair. This is an excellent opportunity for your club or organization to recruit new members. To encourage new members to join, your group should have informative materials ready to hand out to those attending. Be prepared to talk about your organization and explain your purpose. If students don't know about your organization, they will not be able to become involved.

Remember to get the contact information from prospective members, including email, phone number, and full name. After new students sign up for your organization, it is up to you to get them involved! Follow up ASAP! Some ways to do this might include inviting the new students to an open meeting or inviting them to a social gathering of the group to start participating immediately.



Club Business Accounts

Student clubs are eligible to receive funds from the SGA for participating in/helping with specific on and off-campus events. For the Business Office to establish an account for a Student Club, the club must first be recognized by the SGA as a sanctioned organization. To be eligible to receive an official budget, as allocated by the SGA from the Student Activities fees, all clubs and organizations must meet the following criteria:

- Complete new club paperwork and received club sanctioning from the SGA Executive Board.
- The club/organization must retain active status by completing an updated Advisor Agreement form and club roster annually.
- The club/organization must remain in good standing with the college and not be on probation.
- The club/organization must not specifically represent or endorse any political party.**
- If a club is inactive for three years, funds remaining in the club account will be transferred back into SGA for club support per the SGA Constitution.

**Political organizations can receive a budget to be used for issue awareness events and non-partisan voter registration; however, this money cannot be used to endorse any political figure's campaign, advancement, or platform.



Clarity Software and Requesting Funds

Once an account is established, the club advisors will access the software Clarity to check account balances. Clarity can be accessed on the faculty/staff page of the SCC website. Club expenditures are at the discretion of the Club Advisor. **Any purchases/expenditures greater than \$500 must be approved by the Director of Student Life.**

Advisors Only:

- Cash/Check Deposits: Advisors can make deposits at the Business Office in Stone Hall during business hours. All that is needed is the funds for the deposit and the 18-digit club account number.
- A Check Request can be used for any of the following: A reimbursement for an item you paid for out of pocket or to pay a vendor that provided a service to your club. Complete the check request in eForms, include your 18-digit club account number for the amount you need, and include a copy of the receipt.
- P-Card: You can ask to use your department's P-card for club-related purchases. After completing the purchase, make a copy of the receipt (for club records) and submit the original receipt to the P-Card owner. Please contact the business office in the Business Office to add your club's 18-digit club account number to the credit card system for reconciliation.

**If you complete a check request with a new vendor, you will need to get a W-9 from the new vendor. Contact the business office to see if a W-9 is necessary.

Financial Records

It is the responsibility of the Club Advisor to keep financial records. The best way to do this is to keep a club notebook with a copy of all check requests, receipts, and deposits made on behalf of the club.

Fundraising, Sales & Solicitation

Most organizations will need more money to complete events and projects than they are given through the earning of Club Points. Fundraising is a way to increase the amount of money your organization must work with for the year.

Guidelines for Clubs and Organizations

- All student fundraising events must be approved by the Director of Student Life at least seven days before the event. Complete the Fundraising form here.
- Appropriate fundraising ideas include: Pancake Breakfast, Chick-Fil-A Night, t-shirts sales, Valentines Day flower sales, etc.
- No student is permitted to operate a business to sell items on campus.
- All money collected must be submitted to the club advisor for deposit into a club account within five (5) business days.
- Club officers are responsible for overseeing all monetary transactions.
- To be deemed acceptable for sale, all food items must be pre-packaged or prepared in a licensed kitchen facility.
- Large solicitation of funds from donors in the community is strictly prohibited. If you are uncertain what would be deemed a large solicitation, please contact the Director of Student Life.
- Gifts of over \$5,000 to clubs must be reported to the Director of Student Life prior to acceptance.
- Loans from the SGA may also be available for club use. A formal statement must be submitted to the Director of Student Life and the SGA Executive Board. Information detailing expenses, the amount needed, how much the club will pay, any proposals on how you will repay your loan, and by what date should be included in the statement. Once this request is received, it will be reviewed by the SGA Executive Board and scheduled to be voted upon at an upcoming SGA General Meeting. A representative from your club should plan to attend to present the proposal and answer any questions that may arise.



Club Point System

To earn additional funding for your club, clubs will have the ability to earn points in various ways throughout the year. Club points earned will translate into additional SGA funds distributed into club accounts at the end of each semester. Only student club members and advisors may earn points.

Some of the ways to earn points include but are not limited to:

- Assist with Student Life and SGA-Sponsored events in which student members of the club attend or serve as staff. (1 point awarded per club member that assists)
- Attending SGA General Meetings. (1 point awarded per club member that attends)
- Host events/tables/discussions throughout the year (3 points per event)
 - An example of an event can be hosting a table in the Dempsey Student Center to promote your club, doing an activity with students, a demonstration, host a movie in Dempsey, etc. The ideas are endless!
- Doing something creative to showcase your club as doing something that will engage other SCC students.

All points will be decided and awarded by the SGA Executive Board under the advisement of the Director of Student Life.

Place	Transfer Amount
1st Place	\$500
2nd Place	\$450
3rd Place	\$400
4th Place	\$350
5th Place	\$300
6th Place	\$250
7th Place	\$200

Place	Transfer Amount
8th Place	\$150
9th Place	\$100
10th Place	\$75

Demonstrations on Campus

Individuals have the right to hold a demonstration on campus. Forms of demonstration include but are not limited to protests, sit-ins, marches, picketing, rallies with speakers, and chalk displays. Demonstrations must be approved by the Director of Student Life at least seven business days before the proposed demonstration. You will complete the Demonstration & Advocacy Intent Form in Eforms. It is recommended that demonstration organizers register the event as early as possible.

Demonstrations that occur off-campus, where the individuals are representing the College in a formal capacity, must follow the same procedures for approval as on-campus demonstrations. Approved SCC individuals and clubs participating in off-campus demonstrations will be held subject to the SCC Code of Conduct.



Demonstration Guidelines

The Demonstration Guidelines are intended to protect the rights of those involved in the demonstration and others at Sandhills Community College.

- Demonstrations may be organized by Sandhills Community College students, faculty, or staff, as well as off-campus persons or organizations.
- Students, faculty, or staff may not reserve a facility on behalf of or for use by an outside/unaffiliated group, organization, or individual.
- Students, faculty, or staff organizers may include a community partner in their demonstration, but this must be noted in the Demonstration and Advocacy Intent Form.
- Use of microphones or bullhorns to amplify sound is prohibited.
- Demonstration organizers are expected to return the grounds/area to its condition before the event unless told otherwise by a college official. This includes properly disposing of all trash.
- The Vice President of Enrollment Management and SCC Chief of Police will work with organizers if counter-protests are scheduled to occur.
- All demonstrators are expected to abide by the Sandhills Code of Student Conduct. The code of conduct can be found in the Student Handbook.
- Marketing materials distributed on campus must be approved by the The Vice President of Enrollment Management and the SCC Chief of Police no later than 48 hours before the event.
- Areas have been designated for marches and the use of chalk in a central location on campus that does not interfere with ingress/egress or classroom instruction.
- Failure to properly register the event with campus officials according to this policy or failure to remain in designated areas will result in the termination of the demonstration.
- For student demonstrations, following submission of the Demonstration and Advocacy Intent Form, the organizer(s) will be contacted by the Associate Vice President of Student Services and the SCC Chief of Police to schedule a meeting to review demonstration details, needs, and guidelines and finalize approval for the demonstration.
- For non-student demonstrations, following submission of the Demonstration and Advocacy Intent Form, the organizer(s) will be contacted by the Administrative Assistant for the Executive Vice President and the SCC Chief of Police to schedule a meeting to review demonstration details, needs, and guidelines and finalize approval for the demonstration.



**Thank You for supporting our
SCC Campus Clubs and
Organizations!**

Student Life