



Sandhills Community College

SGA, Clubs, and Organization Advisor Manual



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The following information is used for the formation, running and governing of Student Clubs and Organizations at SCC. The information provided is intended to help clubs and organizations function on a daily basis. If you have any questions or concerns, please do not hesitate to contact the Student Life Office.

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Welcome Message

From Your Student Government Association President:



Hello fellow Flyers!

As we begin the 2025–2026 academic year, I’m honored to welcome you to a new chapter in your journey as a Sandhills Flyer.

This moment marks more than just the start of another school year. It’s a continuation of everything that has brought you to this point—the joy, the challenges, the growth, and the learning. Every experience, both good and difficult, has helped prepare you for what lies ahead.

As you take your next steps, I encourage you to make the most of your time here. Explore new opportunities. Join a club you’ve always been curious about. Enroll in a class that excites you. Support your fellow Flyers at campus events. Take time to enjoy the beauty of campus, whether it’s a stroll through the gardens or a quiet moment between classes.

Each moment matters. And eventually, your time here will come to a close. When it does, you’ll ask yourself:

Did I do my best?

Did your GPA reflect your effort?

Did you take advantage of the resources available to you?

Did you prepare for your next steps—whether that’s a career, a transfer, or something else entirely?

Did you ask for support when you needed it?

While this chapter is meant to be enjoyed, it’s also a critical part of your growth. There’s still work to do, even in the midst of the fun. The beauty of the college experience is that the academic and social aspects aren’t separate—they’re part of a shared, transformative journey.

By choosing to attend Sandhills, you’ve committed to more than academics. You’ve stepped into a space of discovery, development, and community.

So move forward with confidence. Expect challenges—but know they will help shape your character. Make time to rest your mind while you strengthen your skills. Be bold in your choices and purposeful in your actions.

And when the time comes to look back, you’ll be able to say with pride: **“I did my best.”**

Wishing you all a meaningful and memorable year ahead,

Nicholas Watts
SGA President, 2025–2026



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.



SGA: Student Government Association

The Student Government Association (SGA) is one of the official ways for student voices to be heard by the college administration. Each club or organization has one representative voice at SGA. Representatives take information back to club meetings and also have the opportunity to vote during official business. It is the responsibility of the club or organization to have a representative attend required SGA general meetings.

- Each SGA/Club representative may represent no more than two clubs or organizations at any given SGA meeting.
- A club may have more than one individual share the responsibility of SGA representative, but only one representative will be counted at each SGA meeting and the club only gets one vote; they must have properly been identified during role call.
- Representative must sign in on official roster for attendance at meeting to count.
- Attendance at SGA meetings is directly linked to club or organization funding. Clubs that miss more than one SGA meeting in one semester may not be granted funding the following semester. Clubs will be allowed to use funds already in their club accounts but will not be awarded additional funding at the beginning of the next semester when allocations occur. ****Club funds are available ONLY to organizations that welcome all students.**



SGA: Student Senate

The Student Senate serves as the legislative body of the Student Government Association (SGA), representing the voice of the student body and ensuring student interests are addressed in campus life, events, and policies.

Roles & Responsibilities of Senators:

- Represent student interests and voices.
- Attend all SGA meetings and events.
- Serve on one of the following committees:
 - **Academic Affairs Committee**
 - **Student Wellness Committee**
 - **Marketing & Campus Events Committee**
- Maintain 8 service hours per month.
- Help organize and promote campus events.
- Uphold the SGA Constitution and Bylaws.

Benefits of Joining:

- Leadership experience and resume building.
- Networking with administration, faculty, and peers.
- Impact student life and campus improvements.

Eligibility Requirements:

- Be a currently enrolled student with at least a 2.0 GPA.
- Maintain enrollment in at least 6 credit hours.
- Be in good social and academic standing.

Student Senate Committees

Committees are the working arms of the Student Senate. Each committee focuses on a specific area of student life and governance, developing initiatives and recommendations that help fulfill the Senate's mission of representing and serving the student body.

Student Wellness Committee

Purpose: The Student Wellness Committee promotes the physical, mental, and emotional well-being of the student body by creating initiatives, resources, and programs that support a healthy campus environment.

Responsibilities:

- Plan and host wellness-related events such as stress relief activities, fitness challenges, meditation sessions, and healthy lifestyle workshops.
- Collaborate with campus departments like Counseling Services, Health Services, and Recreation/Fitness Centers to connect students with available resources.
- Promote mental health awareness through campaigns, informational materials, and events that reduce stigma.
- Encourage balanced lifestyles by promoting proper nutrition, regular physical activity, sleep habits, and time management skills.
- Gather student feedback to identify wellness concerns and propose solutions to the Senate.

Membership:

- Open to any interested student senator or appointed student representative.
- May include liaisons from health-related campus organizations or departments.

Meeting Frequency:

- Meets at least once per month and provides updates during regular Student Senate meetings.

Example Initiatives:

- "De-Stress Week" before finals with therapy dogs, snacks, and relaxation stations.
- Monthly Wellness Spotlight featuring tips and resources in campus communications.
- Collaboration with local organizations for free health screenings or fitness classes.

Academic Affairs Committee

Purpose: The Academic Affairs Committee supports the academic success of the student body by addressing academic concerns, promoting scholarly opportunities, and serving as a liaison between students and faculty.

Responsibilities:

- Collaborate with faculty, academic departments, and tutoring centers to enhance student learning opportunities.
- Gather student feedback on academic programs, class offerings, and instructional resources.
- Promote awareness of academic support services such as tutoring, library resources, and study skills workshops.
- Recognize academic achievement through events or spotlights.

Membership:

- Open to any interested student senator or appointed student representative.
- Encouraged to include liaisons from academic honor societies or relevant student organizations.

Meeting Frequency:

- Meets at least once per month and reports to the Student Senate.

Example Initiatives:

- Hosting a "Faculty-Student Mixer" to foster connections.
- Coordinating an Academic Resource Fair during the first month of each semester.
- Gathering and reporting on student input regarding textbook affordability.

Marketing & Campus Events Committee

Purpose: The Marketing & Campus Events Committee plans, coordinates, and promotes Student Senate-sponsored events that foster campus engagement, build community, and promote school spirit. This committee ensures that events are well-organized, inclusive, and effectively marketed to reach the widest possible audience.

Responsibilities:

- Plan and host major Student Senate events such as Welcome Week, Fall Fest, Spring Fling, and themed activities throughout the year.
- Collaborate with student clubs, campus departments, and community partners to create diverse and engaging programming.
- Develop and implement marketing strategies for events, including social media campaigns, flyers, posters, digital displays, and campus announcements.
- Maintain consistent and visually appealing branding for Student Senate events and initiatives.
- Coordinate photography and/or videography to document events for promotional purposes.
- Evaluate event attendance and feedback to improve future programming.

Membership:

- Open to all senators and appointed representatives with an interest in event planning, marketing, or communications.
- Students with creative skills (graphic design, photography, social media, public speaking) are especially encouraged to participate.

Meeting Frequency:

- Meets at least twice monthly during event planning periods, with additional meetings as needed for marketing and promotional deadlines.

Example Initiatives:

- Hosting a cultural heritage month celebration with targeted promotional campaigns.
- Organizing pop-up activities during midterms and finals, paired with engaging social media teasers.
- Producing a monthly campus events calendar to distribute both digitally and on bulletin boards.

Club Participation

Any student currently enrolled at Sandhills Community College is eligible to join a club. The Club Advisor is responsible for maintaining an accurate roster of club members.

Minors

Students under the age of 18 must have permission from a parent or guardian to participate in a club. This requires completing the **SCC Parent/Guardian Authorization for Club Involvement Form** before attending any club meetings. Club Advisors may refer students to the Director of Student Life to obtain and complete the required form.



Parent Rights & Communication

At Sandhills Community College, we value the vital role parents and guardians play in supporting students—especially minors in college-sponsored activities such as clubs and field trips. In line with the North Carolina Parent’s Bill of Rights and other regulations, we are committed to transparency, safety, and open communication with families.

Parents/Guardians of high school students have the right to:

- Receive timely information about their student’s involvement, including meeting times, topics, locations, and activities.
- Be notified in advance of off-campus events, including purpose, destination, transportation, and supervision.
- Review and submit a signed Field Trip Permission Form before any off-campus travel.
- Request details about any club or trip, including objectives, costs, or accommodations.
- Decline participation without academic or disciplinary penalty.
- Access relevant materials and schedules upon request.
- Contact advisors or staff with questions or concerns, including emergencies.

SCC staff and advisors are responsible for:

- Collecting and securely storing signed permission forms for high school participants.
- Providing an overview of the club/program, including purpose, activities, and advisor contact info.
- Obtaining written consent for off-campus events not covered in the initial permission form—verbal consent is not accepted.
- Submitting Field Trip Authorization Forms with student rosters through the official process.
- Distributing permission forms that clearly outline trip details.
- Notifying parents/guardians of schedule or trip changes.
- Carrying updated emergency contacts and necessary medical details during off-campus activities.
- Maintaining records and safeguarding contact information.

When families are informed and engaged, student safety and success are strengthened. We value your partnership in supporting our students.

Active Clubs

ACES (Architecture, Construction, Engineering & Surveying)

Advisor: Mike Sassano

Advisor: Ginny Ferguson

Advisor: Matt Sheffield

ABC (Alliance for Black Culture)

Amigos Unidos

Advisor: Ana Casique

President: Evelyn Jimenez

Astronomy Club

Advisor: Jeanne Morse

Chess Club

Advisor: Dr. Craig Van Pelt

Circle K

Advisor: April Ikner

President: Quinn Augustine

Vice President: Sincere Bonner

Computer Technology Club

Advisor: Paul Steel

Advisor: Rick Hooker

Advisor: Will Jones

Creative Writing Club

Advisor: Renee Whitmore

Advisor: Ragan Jones

CRU

Advisor: Emily Waldrop

C-Step

Advisor: Matthew Dial

Debate Club

Advisor: Dr. Craig Van Pelt

FCA (Fellowship of Christian Athletes)

Advisor: James Easterly- easterlyj@sandhills.edu

Advisor: Lauren Easterly- easterlyl@sandhills.edu

Flying Club

Advisor: TBD

Horticulture Club

Advisor: Hilarie Blevins

Music Production Club

Advisor: TBD



Active Clubs (Cont'd)

Natural Resource Management and Conservation Club

Advisor: Tracey Emmons

Advisor: Jessica Ball

Advisor: Beth Bockoven

President: Abigail Kirkham

Vice President: Abigail Leaskey

Secretary: Maria Luna Luna

Treasurer: Sari Orozco

Phi Theta Kappa

Advisor: Scott Robinson

Pre-Health Club

Advisor- TBD

Radiography Club

Advisor: Robin Garner

Advisor: Ashley Davis

SANS (Sandhills Association of Nursing Students)

Advisor: Katie Robinson

Students for Life

Advisor: Ginny Ferguson

President: Victoria Vickers

Tennis Club

Advisor: Alicia Riggan



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. Meeting dates are posted in the student e-newsletter. The SGA asks that your organization or club send **at least one** representative to each general meeting. Clubs will receive one point for attending the SGA meetings. Please email Student Life to add club leadership to emails about meetings, event sign-ups, etc., and to streamline communication.

SGA Contact Information

Each SGA Executive Officer holds weekly office hours and can assist 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 mitchellml061@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:



Select Club Members and Advisors

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.



Complete all Necessary Forms

The following forms must then be completed through Eforms:

- [Club Constitution Form](#) (Student Completes)
- [Club Registration Form](#) (Student Completes)
- [Advisor Agreement Form](#) (Advisor Completes)



Approval

After completing the required paperwork, your club registration will have to go through an approval process. After your club is approved, the Director of Student Life will email you to schedule a presentation of your club's 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.

Club and Organization Advisors

Advisor Role & Responsibilities

Each club must have **at least one full-time SCC faculty or staff member** serving as an advisor. More than one advisor may be appointed to share responsibilities.

Advisors provide:

- Guidance on organizational goals, programs, and leadership development
- Support with internal issues or crises
- Oversight of finances and event planning
- Continuity as student leadership changes
- A connection to on- and off-campus resources
- Honest feedback and realistic expectations
- Compliance with SCC policies and procedures



When a club selects an advisor, they should consider:

- Does the advisor support the mission and goals of the club?
- How much time can the advisor commit?
- Is the advisor personally or professionally connected to the club's purpose?

If a club needs help finding an advisor, they can contact the Student Life Office for suggestions. However, it is the club's responsibility to secure a willing advisor.

Advisor Duties

- Act as the primary liaison between the club and the Student Life Office
- Serve as a mentor to club members and officers
- Help plan and approve programs, speakers, and marketing materials
- Review and sign off on all financial transactions, including:
 - Check requests
 - Reimbursements
 - Receipts (keep copies for records)
- Attend or designate someone to attend off-campus/overnight trips
- Assist in keeping records, including meeting minutes and important documentation
- Maintain regular communication with student officers and the Student Life Office
- Complete the Advisor Agreement Form annually (via Eforms)

Advisor Qualifications

- Must be a full-time employee of Sandhills Community College
- Must be willing to actively support and advise student clubs
- Should be familiar with the Student Life handbook, policies, and deadlines

Expectation of Club Leadership

Club officers play a key role in maintaining communication, planning events, and ensuring their club runs smoothly. It's important that officers work closely with their advisor and the Student Life Office throughout the academic year



At the Start of Each Year:

- Officers should reach out to their advisor to:
 - Confirm they are continuing in their role
 - Discuss meeting schedules, events, and goals
 - Establish clear communication expectations

Ongoing Responsibilities:

- Use your advisor as a resource. They offer valuable experience and insight that can help guide planning and problem-solving.
- Keep your advisor informed about:
 - Meeting times and locations
 - Event plans and programming
 - Any changes to leadership or membership
- Invite your advisor to attend meetings and events regularly. A personal invitation to each meeting is encouraged.

Communication Is Key:

- Notify your advisor right away if there are any issues or conflicts within the club.
- Plan regular check-ins with your advisor to discuss progress, upcoming activities, and any concerns.
- Give your advisor a chance to speak at the end of meetings. If you'd like them to address a specific topic, let them know ahead of time.

Respect Advisor Boundaries:

- Your advisor is a volunteer — don't assume they can take on extra duties without first asking.
- Always confirm their availability before assigning responsibilities.

Maintaining Club Recognition

To remain an active, officially recognized club or organization at Sandhills Community College, your group must meet the following expectations each semester:



Minimum Requirements:

- Have at least one club member attend each monthly SGA General Meeting (Clubs may only miss one meeting per semester)
- Maintain a current Advisor Agreement Form on file
- Be represented at Club & Resource Fair, Fall Festival and Spring Fling (At least one club member and/or advisor must attend)
- Submit an updated roster and Advisor Agreement Form by the last business day of October to remain active.
- Failure to meet these standards may result in your club losing recognition and access to funding, facility use, and other privileges.

End-of-Year Requirements:

- At the end of each spring semester, clubs must submit a Transition Report to the Student Life Office. This report should include:
 - An updated officer list for the upcoming year
 - Any revised constitution or governing documents
- If a club fails to submit this report by the deadline, its recognition status may be revoked.

Important Deadlines:

- Fall Officer Update – Due by October 31
- Spring Transition Documents – Due by May 15

Club Dissolution

- SCC reserves the right to dissolve a club or organization for any of the following reasons:
 - Inactivity for two or more years
 - Lack of an SCC-employed advisor
 - Violation of college rules or failure to submit required forms
 - A club may also voluntarily disband by submitting a written notice signed by remaining officers and advisors explaining the decision.

Templates

CLUB ROSTER TEMPLATE

CLUB NAME:

CLUB ADVISOR:

Student Members (Example):

- **Student Name, Officer position (if applicable), SID Number, Email**

TRANSITION REPORT TEMPLATE

CLUB NAME:

CLUB ADVISOR:

UPDATED OFFICER LIST (UPCOMING YEAR)

***Attach any revised constitution or governing documents**

Club Travel Guidelines

Student clubs at Sandhills may participate in off-campus or overnight trips. To ensure student safety and college compliance, all travel must be approved in advance and supervised by an advisor or approved staff member.



Before You Travel

1. Club Advisor must notify the Student Life Department via email regarding the planned travel.
2. Club Advisor (or designated staff member must complete the following forms:
 - a. Travel Authorization and Travel Advance Form (On Eforms)
 - b. Field Trip Transportation Form (on Eforms)- You must attach a roster of all participating students. The roster must include student's first and last names and SCC ID numbers.
3. All students must sign and submit the Travel Rules and Expectations for Currently Enrolled Students Form (provided by Student Life)
4. **Minor Students (under 18 years old) must get the Student Life Parent/Guardian Authorization for Off Campus Travel Form completed and signed by the student and parent (provided by Student Life). Parent must meet with Student Life Director (In person) to complete the forms. No exceptions. Once forms are completed, Director will notify club advisor.**
 - a. Minors are required to travel with a parent/guardian on any off-campus trips unless permission is given on the **Student Life Parent/Guardian Authorization for Off Campus Travel Form.**
5. Send all completed forms to Teresa Sheets for processing
6. Request Transportation (if needed)- Vans or college vehicles can be requested by submitting a maintenance ticket — but only after travel has been approved.

Additional Information:

- All currently enrolled students are covered under the College's insurance policy. However, if a student has their own insurance, that will be considered primary, and the College's insurance will act as secondary.
- To be covered by the College's insurance during travel, students must ride in the school vehicle.
- Students who choose to drive themselves may do so at their own risk—they will not be covered by the College's insurance and are responsible for their own fuel costs.

Advisor Supervision

- A club advisor must attend all off-campus trips. If the advisor is unavailable, a full-time SCC employee must be approved as a substitute chaperone.
- For overnight trips, additional approval is required from the Director of Student Life before making any arrangements.
- Advisors must follow all college travel policies and act as the primary contact throughout trip.

Additional Travel Notes

- Students under the age of 18 must be accompanied by a parent or guardian, unless otherwise approved in writing.
- No travel is allowed without official approval and an assigned chaperone.
- All forms must be submitted well in advance to allow for proper processing and approvals.

Event Planning Toolkit

This toolkit is designed to guide student clubs and advisors through the event planning process at Sandhills Community College. Follow these steps to ensure your event is approved, promoted, and executed successfully.

Step 1: Plan Ahead

- Begin planning at least 4 weeks before large events; 2 weeks for smaller ones.
- Notify the Director of Student Life of any plans for events. Please include date, time, location, description, and advisor information.
- Events will not be approved without an advisor listed and confirmed.

Step 2: Promotion & Flyers

- All marketing must be approved by your advisor before distribution.
- Use Canva for flyers and graphics; Student Life can assist.
- Flyers may only be posted on designated bulletin boards.
- Remove flyers promptly after the event.
- Only advisors should submit event promotions to the following:
 - Student Newsletter: Submit via Eforms by Wednesday at 5 PM
 - Large Foam Boards: Email Chris Waldrop
 - Hoke Center Flyers: Send to Diane Reynolds or Kelly Peele
 - All-User Emails: Sent by advisor (use Bcc line)

Step 3: Requesting Space & Equipment

- After event approval, coordinate space and setup:
 - Tables/Chairs/Stage: Email Director of Student Life → submit maintenance ticket
 - Projector/Mic/Podium: Email Chris Waldrop (AV)
 - SGA Board Room/Ewing Wing: Email Director of Student Life
 - Dining Hall: Email Director of Student Life for approval
 - Owens Auditorium: Email Chris Waldrop

Step 4: Event Day Responsibilities

- Clubs are responsible for setup, clean-up, and event management.
- Follow all SCC policies and safety expectations.

Step 5: Social Media Accounts

- To create a club social media account, your advisor must submit the Social Media Account Request form via Eforms.
- Do not create any accounts until this form is approved.

Final Reminders

- Submit all forms early and follow approval processes.
- Confirm all logistics and space requests in writing.
- Communicate clearly and professionally.
- Work closely with your advisor and Student Life throughout the planning process.

Club & 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, we advise clubs to find creative ways to engage students. 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 & 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. **Club Advisors are also allowed to use the Director of Student Life's P-Card if needed.** 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.

Purchasing Guidelines

Club Purchases

It is up to the discretion of the Advisor and club/organization officers as to what items are purchased for the club using club funds. Before purchases can be made, a request must be submitted to the Director of Student Life via email. Once approved, the director will give options as to the easiest way to complete the purchase. The Student Life department has a p-card that clubs can use to purchase approved items.

When submitting an event request for a purchase the club will need to explain the following:

- The purpose of the purchase
- The amount of funding needed
- Where the supplies are to be purchased

Process Rules

- Club and organizations may not spend more money than what is in their account
- Purchases that violate the Student Code of Conduct or College policies are not allowed.
- Please note: Purchases made without prior approval will not be reimbursed.

Reimbursements

If an individual purchases an item(s) for the club or organization without an approved purchase request, the purchase will be considered a donation by the individual and is not eligible for reimbursement from Student Life. ****Event requests must be approved BEFORE the purchase is to be made**

To request a reimbursement, the Club Advisor must send request via email to the Director of Student Life with the following information:

- Name of person requesting reimbursement (person who made the purchase)
- If it is a student, please include Student ID number
- Attached copy of the scanned receipt

Fundraisers, Sales, and Solicitation

Fundraisers

If your club would like to do a fundraiser, please submit request via email to the Director of Student Life. The purpose of the fundraiser and funds collected must be clearly stated on the event request. Clubs must clearly advertise to everyone the reason they are raising funds.

Guidelines for Fundraisers:

- All student fundraising events must be approved by the Director of Student Life at least seven days before the event.
- The number of fundraisers is limited to two a semester.
- Appropriate fundraising ideas include: Pancake Breakfast, Chick-Fil-A Night, t-shirts sales, Valentines Day flower sales, etc.
- Fundraisers that are too similar to those already approved for other clubs may be denied to avoid overlap. Fundraising in the form of a raffle is only permitted with approval.

Sales

- 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. ****Pre-packaged food includes food items that are packaged by the manufacturer and are not prepared by the students. Examples include microwave popcorn, individually sealed muffins, packages of gum, canned drinks, etc.**

Solicitation

- 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.
- Report gifts over \$5,000 to the Director of Student Life before accepting.
- 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.

Clubs will earn points by assisting/participating in the following events:

FALL

- Attending SGA General Meeting- August (2 points per club)
- Hosting a table at the Club & Resource Fair- August (2 points per club)
- Attending SGA General Meeting- September (2 points per club)
- Attending SGA General Meeting October (2 points per club)
- Hosting a table at Fall Fest- October (2 points per club)
- Fall Fest Clean Up- (1 point per student)
- Hosting a trunk at Hoke Trunk or Treat (2 points per club)
- Attending SGA General Meeting- November (2 points per club)
- Attending the Southern Pines Christmas Parade- (1 point per student)

SPRING

- Help Tents- January (1 point per hour per student)
- Help Tents- January (1 point per hour per student)
- Hosting a table at the Club & Resource Fair- January (2 points per club)
- Attending SGA General Meeting- January (2 points per club)
- Winter Formal Decorating- February (1 point per hour per student)
- Attending SGA General Meeting- February (2 points per club)
- Attending SGA General Meeting- March (2 points per club)
- Hosting a table at Spring Fling- April 16 (2 points per club)
- Spring Fling Clean Up- (1 point per student)
- Attending SGA General Meeting- April (1 point per club)

1-10 Points = \$100
11-20 Points= \$200
21-30 Points= \$300
31-40 Points= \$400
41-50 Points= \$500

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.
- Demonstrations that are not properly registered or that occur outside designated areas may be immediately terminated.
- 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.

Game Room

The SCC Game Room offers recreational opportunities between or after classes. The Game Room houses TVs, Ping Pong Table, Air Hockey Table, Music, video and board games.

Attendants help maintain a relaxed, respectful atmosphere and assist guests. General duties of student assistants include maintaining the check-in and check out system, equipment usage and area supervision/security. Employees must be familiar with all operating procedures for the equipment as well as the various programs and activities sponsored by the Student Life Office.

Certain guidelines and regulations have been established to ensure that a proper attitude, appearance, and atmosphere are presented to each visitor to the Game Room, and the Student Life office.

Game Room Policies

- Access to the Game Room is only permitted during normal facility operating hours.
- All Game Room patrons are required to provide their SCC Student ID card to the staff member on duty in order to enter.
- Approved flyers may only be posted outside of the Game Room
- Game Room patrons are not permitted to lean and/or sit on any game tables (i.e. pool tables, air-hockey, etc.).
- No one is permitted to leave the Game Room with equipment. All patrons forfeit their game when leaving the Game Room
- Gambling, betting, and/or similar activities are not permitted. Students suspected of gambling will receive disciplinary or correctional action.
- Food and beverages are not permitted. This includes snacks (i.e. chips, cookies, etc.)





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

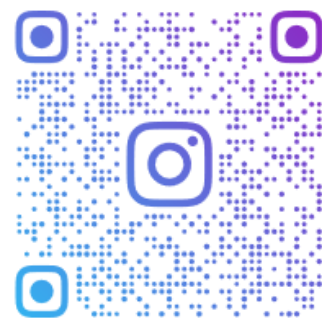
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SCC Student Life

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