



Sandhills Community College

Student Life Club Handbook



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The following guidelines have been established to support the formation, operation, and governance of student clubs and organizations at Sandhills Community College. This handbook is intended to serve as a practical resource for the daily functioning of student organizations and to ensure consistency with College policies and procedures. For any questions or concerns, please contact the Student Life & Recruitment Office.

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Hello Flyers!

Welcome to the Sandhills Community College Student Life Club Handbook. We're excited to have you here and even more excited that you're interested in getting involved on campus.

Getting involved in a student organization is one of the best ways to make the most of your college experience. Whether you're looking to build community, explore new interests, develop leadership skills, or simply have fun outside the classroom, this handbook is designed to help guide you every step of the way.

Inside, you'll find everything you need to either start a new organization or join an existing one. At Sandhills Community College, there are many opportunities to connect, grow, and discover your passions beyond academics—and we're here to help you take advantage of them.

How this handbook will help you:

This handbook is your go-to resource for all things student organizations, including:

1. **Starting a New Organization** – Step-by-step guidance on becoming a recognized SCC student organization, including how to write a constitution, secure an advisor, and recruit members.
2. **Leadership & Team Development** – Tools and support for building strong leadership teams, setting shared goals, improving communication, working collaboratively, and resolving conflicts.
3. **Event Planning & Campus Engagement** – SCC processes for event approval, reserving spaces, and promoting events, along with tips for creating inclusive and engaging activities that bring students together.
4. **Funding & Budgeting at SCC** – Information on funding through the Student Government Association, as well as guidance on budgeting, fundraising, and financial responsibility.
5. **SCC Policies & Procedures** – Clear explanations of important college policies, including student conduct expectations, safety guidelines, and accountability standards.
6. **Communication & Outreach** – Strategies for connecting with students, faculty, and the broader SCC community to grow your organization's impact.

We are thrilled that you are taking steps to get more involved in your campus community. If you have questions, need support, or just want help getting started, we are here for you. Please stop by the SCC Student Life & Recruitment Office located in the Game Room in Dempsey Student Center—we would love to see you!



SCC Student Life & Recruitment

Starting a Campus Club

Introduction

Student organizations at Sandhills Community College (SCC) are an essential part of campus life and play a key role in creating a connected, engaging, and inclusive college experience. These organizations give students the opportunity to build relationships, explore shared interests, and get involved in activities that extend learning beyond the classroom.

By joining or forming a student organization, students can develop leadership skills, strengthen communication and teamwork, and grow personally, academically, and professionally. These experiences also encourage creativity, civic engagement, cultural awareness, and collaboration across the campus community.

Participation in student organizations is more than an extracurricular activity—it is an extension of the educational experience. Through student-led initiatives and events, organizations help shape a vibrant campus culture where diverse voices are heard and valued, and where students can actively contribute to a stronger SCC community.

Expectations and Policy Compliance

All student organizations at SCC are expected to operate in accordance with college policies and procedures at all times. This includes compliance with student conduct standards, facility use guidelines, and all applicable local, state, and federal laws. Upholding these policies is essential to maintaining a safe, respectful, and inclusive campus environment.



Sandhills Community College does not discriminate on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or parental status, religion, age, ancestry, mental or physical disability, military status or veteran status. This commitment applies to all student organizations and their activities.

Student organizations are expected to reflect these values in both membership and programming, ensuring that all students have the opportunity to participate fully and equitably in campus life.

Steps to Start a Campus Club



Initial Consultation with Student Life

Meet with a Student Life team member to present your club's vision, goals, and concept, and discuss how it supports SCC's mission, values, and student engagement on campus.



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. Clubs will also need to select a President and Vice President to complete forms.



Complete all Necessary Forms

The following forms must then be completed through eForms:

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



Organization Leadership Meeting

Once all required forms are submitted and approved, Student Life will schedule a meeting with the club advisor and president. The purpose of this meeting is to review responsibilities, policies, and expectations for the organization.



Approval

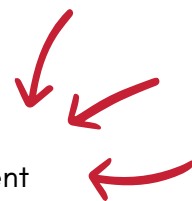
Student Life Senior Leadership will coordinate with you to schedule a presentation of your club's mission and purpose to the SGA Executive Board during the next regularly scheduled SGA General Meeting.

Upon submission, the application shall first be reviewed by the SGA, and a majority vote is required for approval. If approved, the application will then be reviewed by the Advisor(s). Final approval will be granted by the Senior Director of Enrollment and Student Experience. If a club is not approved at any stage of this process, the application may be appealed to the Vice President of Student Services, whose decision shall be final.



Annual Requirements

Each fall semester, existing club advisors must submit an updated Advisor Agreement Form within three weeks of the start of the semester. Updated roster must be submitted 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.



Privileges of Recognition

Being recognized by the Student Government Association (SGA) provides student organizations with access to privileges, resources, and opportunities designed to support their growth and success at Sandhills Community College. These benefits are granted with the expectation that organizations will operate responsibly and in accordance with College, Student Life, and SGA policies. Misuse of these privileges or failure to comply with established expectations may result in the loss of certain privileges or the revocation of organizational recognition, as determined by Student Life Senior Leadership.

Use of Campus Facilities:

- Campus facilities are available for meetings, events, and activities at no cost to the organization. Reservations must be submitted by Student Life or advisor at least 7 days in advance and are subject to facility availability, departmental approval, and College policies. If advisors need assistance in submitting a request please reach out to Student Life for guidance.
- Note: To secure BPAC there is a fee.

Use of SCC Name:

- Organizations may include "Sandhills Community College" in their official name, provided its use aligns with College branding guidelines and does not imply endorsement by the College.

Access to SGA Funding:

- Recognized organizations will receive funding from the Student Government Association for attending events, meetings, or partnering to host events. Additional funding policies and procedures are outlined in this handbook.

Fundraising Opportunities:

- Approved fundraising activities may be conducted on campus to support an organization's mission, programs, and events. All fundraising efforts must comply with College policies and procedures and be approved by Student Life Senior Leadership and the Foundation. See campus fundraising policy [8.1.1 Fundraising](#) for additional information see page 22.

Partnership Opportunities with SGA and Student Life:

- Collaboration with SGA and Student Life provides opportunities to enhance the student experience at Sandhills Community College. Organizations may participate in SGA meetings, vote on matters presented to the student body, partner in hosting campus events, and receive promotional support through social media, campus events, and the student newsletter.

Maintaining Club Recognition



To maintain recognition status, organizations must:

- Maintain a current Advisor Agreement Form on file with Student Life & Recruitment Office.
- **Submit the Advisor Agreement Form within three weeks of the start of the semester or within 30 days of a change in club advisor.**
- **Submit an updated membership roster by the last business day of October each academic year.**

Failure to meet these requirements may result in the loss of organizational recognition and access to associated privileges, including funding opportunities, facility reservations, and participation in Student Life and SGA programs. Please see the Club Probation & Dismissal page.

Liability & Responsibility

Student organizations at Sandhills Community College are independent, student-led groups and are responsible for their own activities, decisions, and operations. Recognition by the College, Student Life, or the Student Government Association does not constitute College sponsorship or assumption of liability for an organization's actions.

All students are covered under the College's insurance policy during approved travel directly to and from the students home premises and the site of the activity or traveling as a member of a group in transportation furnished or arranged by the school. If a student maintains personal insurance, it will serve as primary coverage, with College insurance acting as secondary coverage, for bodily injury only.

The student's personal vehicle is not covered under the College's insurance policy. Students are responsible for maintaining any required personal automobile insurance and for all expenses associated with using a personal vehicle, including fuel, maintenance, and repair to personal vehicle should any vehicle damage occur.



Club and Organization Advisors

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. All advisors must have an Advisor Agreement Form on file with the Student Life & Recruitment Office.

Advisors provide:

- Guidance on organizational goals, programs, and leadership development
- Support with internal issues
- 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

Advisor Duties

- Serve as a resource and offering guidance, assistance, mentoring and encouragement to the organization.
- Helping the organization determine the goals and objectives for the year; develop a plan to achieve those goals and objectives; knowing and understanding established college policies and procedures; and keeping adequate organization records for present and future use.
- Encouraging participation in both SGA and school sponsored events including volunteering and other opportunities involved in the planning and preparation process.
- Serve as the financial manager for the organization and the liaison between the students Director of Student Life & Recruitment and the Business Office. This includes managing fundraisers and following proper procedures for approval.
- Attend all meetings and social activities of the organization or ensuring that another faculty/staff member is present. Special permission to have an off-campus advisor present, in lieu of an on-campus advisor, requires special written permission from Student Life Senior Leadership and SCC Human Resources approval.
- Understand and encourage the students to follow the constitution and by-laws of the organization, to fulfill their duties as officers and members of the organization, and to follow procedures as outlined by the Student Life Club Handbook.

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 Club Handbook, policies, and deadlines

Advisor – Organization Relationship

Securing an Advisor

It is the responsibility of each student organization to secure and maintain an advisor. The relationship between an organization and its advisor should be built on mutual respect, open communication, and shared expectations. Student leaders and advisors are encouraged to discuss and establish their respective roles and responsibilities to ensure the organization operates effectively and remains aligned with College policies and procedures.

When selecting an advisor, organizations should consider the following:

- Does the advisor support the mission and goals of the organization?
- How much time can the advisor realistically commit to the organization?
- Does the advisor have a personal or professional connection to the organization's purpose or activities?

Organizations that need assistance identifying potential advisors may contact the Student Life & Recruitment Office for recommendations. However, the responsibility for securing a willing advisor remains with the organization.

If an advisor is no longer able to serve, a member of the Student Life team may assume temporary advisor responsibilities for up to 60 days. During this period, the organization must identify and secure a replacement advisor. Failure to do so may result in the organization being placed on probation until an advisor is obtained.

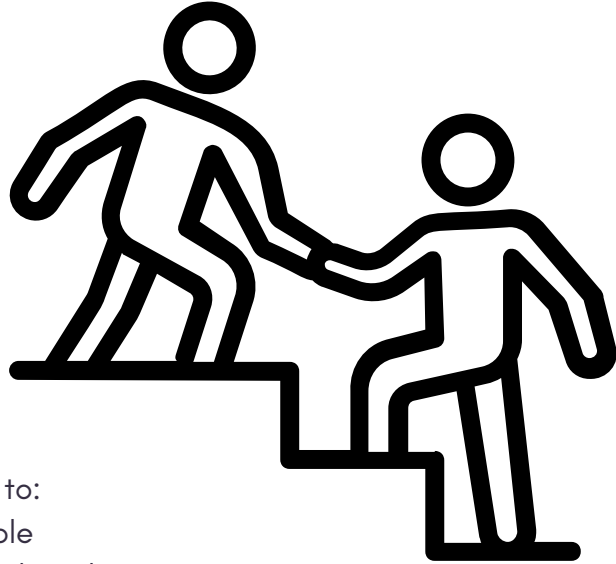
Creating a Strong Relationship with your Advisor

A strong relationship with your advisor helps your organization thrive throughout the year. When appropriate, organizations may have more than one advisor to help share responsibilities. Advisors are required to attend every formal meeting or event. To support a successful partnership, organizations are encouraged to:

- Share meeting times, event details, and other important dates with your advisor as early as possible.
- Collaborate with your advisor when developing the organization's schedule to ensure they are informed and able to participate when possible.
- Respect the advisor's authority to guide and, when necessary, redirect or veto ideas that do not align with College policies and procedures.
- Establish mutual expectations between the advisor and organization, including clear goals and how the advisor will support achieving them.
- Maintain open and consistent communication by determining the most effective methods for staying in contact.
- Recognize that a strong advisor-student relationship contributes to the long-term success of the organization and supports leadership development for all members.

Club Leadership & Advisors

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 & Recruitment Office throughout the academic year.



Before Fall Semester Begins:

- 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 programming
 - Any changes to leadership or membership

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.

Expectation of Club Leadership

We encourage student organizations to maintain three to four officers each academic year. Standard officer positions include President, Vice President, Secretary, and Treasurer; however, organizations may establish additional leadership roles as needed to support their structure and activities.

All officer positions and their respective responsibilities must be clearly outlined in the organization's constitution. While we provide general descriptions of common officer roles within this handbook, each organization is responsible for defining specific duties that align with its mission and operations.

PRESIDENT

- **Provides overall leadership and direction for the organization.**
- **Presides over meetings and ensures they are conducted in an organized manner.**
- **Serves as the primary representative of the organization in communication with Student Life, SGA, and campus partners.**
- **Works with officers and the advisor to support the goals and activities of the organization.**

VICE PRESIDENT

- **Assists the President in carrying out organizational duties.**
- **Presides over meetings or activities in the absence of the President.**
- **Supports coordination and planning of events and initiatives.**
- **Performs additional duties as assigned by the President or organization.**

SECRETARY

- **Records and maintains accurate meeting minutes and organizational records.**
- **Handles official correspondence and communication as needed.**
- **Maintains attendance records and membership documentation.**
- **Supports communication between officers and members.**

TREASURER

- **Monitors and maintains records of organizational funds alongside the advisor**
- **Assists in preparing funding requests and budget-related documentation.**
- **Provides financial updates to the organization as needed.**
- **Ensures appropriate use of funds in accordance with College policies.**

Creating your Constitution



A constitution serves as the foundational governing document for a student organization. It outlines the purpose of the organization, establishes its structure, defines officer roles and responsibilities, and provides the framework for how the organization operates and makes decisions.

A well-developed constitution is essential for maintaining consistency, transparency, and accountability within the organization. It ensures that all members understand how the group functions and what is expected of them. Organizations are encouraged to use the [SGA Constitution](#) as a reference when developing their own, as it provides a strong example of structure and content.

To develop an official constitution, a student member of the organization or the club advisor must complete the [Club Constitution E-Form](#), which can be found under the Student Section. This form provides guided prompts to assist in the creation of a complete and effective constitution. Any changes or updates to a previously submitted constitution will require the full re-submission of the Club Constitution E-Form for review and approval. Additional support and clarification may also be provided through the Student Life & Recruitment Office if needed.

Once a constitution is drafted, formal adoption of bylaws requires a majority vote of the membership present at an official organization meeting. Bylaws may be adopted in their entirety through a single motion or reviewed and voted on section by section. After adoption, amendments to bylaws typically require advance notice and a two-thirds vote for approval. Unlike standing rules, bylaws may not be suspended, even by unanimous vote.

It is recommended that organizations distribute updated paper or electronic copies of their constitution and bylaws to all members on an annual basis and maintain a current copy on file with meeting minutes.

NOTE FOR MEMBERSHIP: All student organizations at Sandhills Community College must be open to all currently enrolled students, regardless of academic program, major, background, or any other distinguishing characteristics. Membership may not be restricted based on program of study, department affiliation, or any similar criteria. **Organizations that fail to comply with this requirement will not be granted or may lose official recognition by the College, along with associated privileges and access to resources.**

Conducting Effective Meetings

Successful club meetings help organizations stay organized, engage members, and accomplish goals. Club officers should strive to create meetings that are welcoming, productive, and respectful of members' time.

Before the Meeting

- Create an agenda and identify meeting goals.
- Confirm the meeting date, time, and location.
- Share the agenda with members in advance when possible.
- Gather any materials, presentations, or supplies needed.
- Review unfinished business and action items from previous meetings.
- Coordinate with officers and the advisor regarding important topics or updates.
- Arrive early to set up the meeting space and welcome attendees.



Creating a Positive Meeting Atmosphere

- Foster an inclusive and welcoming environment for all members.
- Encourage respectful dialogue and active listening.
- Recognize member contributions and accomplishments.
- Balance business with opportunities for relationship-building and engagement.
- Minimize distractions and encourage members to remain attentive.
- Create opportunities for new members to participate and feel connected.
- Maintain a positive, supportive, and student-centered culture.



During the Meeting

- Start and end on time.
- Welcome members and introduce guests.
- Review the agenda and meeting objectives.
- Encourage participation and allow all members an opportunity to contribute.
- Keep discussions focused and on topic.
- Assign responsibilities and establish clear deadlines when decisions are made.
- Record attendance, important discussions, decisions, and action items.
- Follow the organization's constitution, bylaws, and college policies when conducting business.
- Respect differing viewpoints and maintain professional communication.

After the Meeting

- Distribute meeting notes or minutes to members.
- Follow up on assigned tasks and responsibilities.
- Communicate important decisions and upcoming events.
- Thank members, volunteers, speakers, or guests for their participation.
- Update organizational records as needed.
- Evaluate what went well and identify areas for improvement.
- Begin planning for the next meeting and update the agenda accordingly.



Icebreakers for Student Groups

Icebreakers are simple, fun activities designed to help group members get comfortable with one another, build connections, and create an engaging and positive environment. They are especially helpful at the beginning of meetings, during events, or when welcoming new members.

Below are a few easy, student-friendly icebreakers you can use with your organization:

Two Truths and a Lie

Each person shares three statements about themselves—two true and one false. The group then guesses which statement is the lie. This is a great way to learn interesting facts about members and spark conversation.

Human Bingo

Participants receive a bingo-style sheet with prompts such as “has traveled out of state,” “is a first-generation student,” or “has a part-time job.” Students circulate the room to find peers who match each prompt and fill in their squares. The goal is to complete a line or full card.

Would You Rather

The facilitator presents fun or thought-provoking choices (e.g., “Would you rather have unlimited free coffee or unlimited free food?”). Members move to designated sides of the room or share their answers, encouraging discussion and laughter.

Speed Friending

Similar to speed dating, students pair up for 1-2 minutes to answer a prompt (such as “What’s your favorite thing to do on weekends?” or “What’s a fun fact about you?”) before rotating to a new partner. This helps members meet many people quickly.

Emoji Introductions

Ask each member to choose three emojis that represent their personality or current mood. They share their emojis and explain their choices with the group. This works well for both in-person and hybrid meetings.

Question Ball

Write fun prompts on a soft ball (or use a random question generator). Students toss the ball around the group, and whoever catches it answers the question under their thumb or closest finger.

Common Ground Challenge

In small groups, students have a set amount of time (3-5 minutes) to find 5-10 things they all have in common—but they cannot use obvious answers like “we’re all students.” Encourage more creative connections such as favorite shows, habits, hobbies, or experiences. After time is up, each group shares their most surprising or unique commonalities.

Building a Strong Student Organization at SCC

Student organizations at Sandhills Community College come in all shapes and sizes. Some are large, some are small, some meet weekly, and others gather just a few times each semester. Some are academic or honor-based, while others are built around shared interests, hobbies, and passions. No matter the structure, every organization has the opportunity to make an impact on campus life.

Get Your Organization Seen on Campus

Student organizations are encouraged to actively participate in campus engagement opportunities throughout the year. Events such as the Club & Resource Fair, Fall Fest, and Spring Fling provide excellent opportunities to promote your organization, recruit new members, and increase visibility across campus.

Build a Strong Core Team

Successful organizations are built on engaged and committed members. Establish clear expectations through bylaws that promote accountability, attendance, and participation. Develop officer roles and committees to support shared responsibility and encourage active involvement. Recognizing member contributions helps strengthen commitment and build a positive organization culture.

Make an Impact Beyond Campus

Student organizations are encouraged to extend their involvement into the surrounding community. Incorporating service opportunities, volunteer hours, or community-based projects helps strengthen leadership skills while making a meaningful impact beyond campus.

Elevate Your Meetings

Effective organizations keep meetings engaging and purposeful. Consider inviting guest speakers, incorporating themed meetings, or adding interactive activities to increase participation and energy. Creative and intentional programming helps maintain member interest and involvement.

Strengthen Your Advisor Relationship

Faculty and staff advisors play an essential role in supporting student organizations. Maintain regular communication regarding meetings, events, and organizational goals. Keep advisors informed, invite them to events, and recognize their support throughout the year.

Ensure a Smooth Transition

Strong organizations plan for long-term success. Officer transition meetings should be held annually to ensure continuity. Important documents, responsibilities, goals, and best practices should be passed down to new leadership to maintain organizational stability and growth.

Club Hosted Events

Table Events in Dempsey Student Center

Student organizations are encouraged to host events and engage with the campus community each semester. One of the most effective ways to promote your club, recruit members, and share information is by hosting a table event in the Dempsey Student Center.

To schedule a table event, please fill out the Dempsey Table Request Form on E-Forms. Requests must be submitted at least one week in advance to allow adequate time for planning and space reservation.

The Student Life & Recruitment Office will review your request and confirm availability. Clubs should not advertise table events until approval has been received. Table events must comply with all college policies and procedures.

Events Around Campus

There are a variety of spaces available across campus for student organizations to host meetings, programs, and special events. Student Life encourages clubs to plan events throughout the year and would be happy to assist with event planning, promotion, and potential partnerships. Funding may be available from Student Life for event partnerships.

If your organization would like to host an event on campus, please contact the Student Life & Recruitment Office to discuss available spaces, reservation procedures, and event requirements. We can help ensure your event is successful and aligns with college policies and procedures.

Club advisors are also valuable resources, especially for events intended solely for organization members. Advisors may be able to assist with reserving meeting spaces and providing guidance on event planning.

Early communication with Student Life is encouraged to help secure space availability and provide adequate time for planning and promotion.



Event Planning Toolkit

This toolkit is designed to help student organizations successfully plan, promote, and execute events at Sandhills Community College. Careful planning and communication with your advisor and Student Life will help ensure a smooth and successful experience.

Step 1: Plan Ahead

Organizations should begin planning events as early as possible—at least four weeks in advance for larger events and one to two weeks in advance for smaller events.

Before making any arrangements, notify the Student Life & Recruitment Office of your event plans (studentlife@sandhills.edu). Include the following information:

- Event name
- Date and time
- Location
- Event description

All club hosted events must have an advisor present. Events will not be approved without advisor involvement.

Step 2: Financing Your Event

Before planning an event, organizations should review their available club funds and establish a budget. Clubs are encouraged to work with their advisor and the Student Life & Recruitment Office to ensure expenses align with available funding.

All purchases and event-related expenses must follow the purchasing procedures outlined in this handbook. Sandhills Community College is not responsible for any financial commitments or purchases made before required approvals have been obtained.

Financial Reminders

- ✓ Check available club funds before planning expenses.
- ✓ Work with your advisor and Student Life when developing your budget.
- ✓ Follow all purchasing guidelines outlined in this handbook.
- ✓ Obtain required approvals before making purchases.
- ✓ Organizations may be eligible for additional funding by partnering with Student Life

Step 3: Reserve Space & Request Equipment

Once your event has been approved, work with Student Life and campus partners to secure any necessary space and equipment.

Requests may include:

- Tables, Chairs, and Stage Setup
- SGA Board Room
- Dining Hall Requests
- Projectors, Microphones, and Podiums

Advisors must submit requests as early as possible to ensure availability.
Contact Student Life if you need guidance on request submissions.

Event Planning Toolkit

Step 4: Promote Your Event

Marketing is an important part of a successful event. All promotional materials must be reviewed and approved by your advisor before being distributed.

- Canva is recommended for creating flyers and graphics.
- Student Life is available to assist with promotional materials.
- Flyers may only be posted on approved campus bulletin boards.
- Organizations are responsible for removing flyers promptly after the event.

Advisor-approved promotions may be submitted to the following campus outlets:

- Student Newsletter – Submit through eForms by **Wednesday at 5:00 p.m.**
- Large Foam Boards – Submit to Chris Waldrop
- Hoke Center Flyers – Submit to Diane Reynolds or Kelly Peele

Step 5: Event Day Responsibilities

Student organizations are responsible for the management of their events, including:

- Event setup
- Staffing and event operations
- Monitoring activities during the event
- Cleanup and restoration of the space

All events must comply with Sandhills Community College policies, procedures, and safety expectations.

Final Reminders

Successful events require planning, communication, and teamwork.

Before your event, make sure you:

- ✓ Submit all required requests and forms early.
- ✓ Confirm approvals, reservations, and logistics in writing.
- ✓ Communicate regularly with your advisor and Student Life.
- ✓ Verify all space, equipment, and promotional needs.
- ✓ Follow all college policies and procedures.

The Student Life Team is available to assist your organization throughout the event planning process and encourages clubs to host engaging events that enhance campus life.

SGA & Student Life Hosted Events

Each semester, Student Life and SGA host a Club and Resource Fair as well as a Fall Fest or Spring Fling event. These campus-wide events provide organizations with an excellent opportunity to promote their club, recruit new members, and engage with the Sandhills Community College community.

Student organizations that participate will earn money for their club. In addition, Student Life will provide each participating club with funding for table activities and supplies during Fall Fest and Spring Fling. The funding amount will be determined prior to each event and communicated to advisors in advance.

All purchases for these events using Student Life funds must be coordinated through Student Life. Student organizations that make purchases independently without prior approval from Student Life will be responsible for those costs using club funds rather than Student Life funds. Information regarding available funding, purchasing procedures, and deadlines will be shared with advisors prior to each event.

Participation in all Student Life and SGA-sponsored events requires advance registration. Clubs must sign up by the designated deadline to reserve a space and receive event funding.



Club Finances

All club finances will be managed through the SCC Business Office. No off-campus accounts are permitted.

SGA Funds

Recognized student organizations are eligible to receive funding from the Student Government Association (SGA) through participation in and support of approved on and off campus events, attendance at SGA General Meetings, and other activities designated by Student Life. At the beginning of each semester, Student Life will communicate available funding opportunities and the process for earning and accessing club funds to your advisor. Funding allocations are determined each semester at the discretion of Student Life Senior Leadership.



For the Business Office to establish a club account and for an organization to be eligible to receive SGA funding, the organization must:

- Complete all required new organization paperwork or annual registration requirements if the club was previously established.
- Be recognized and sanctioned as an official student organization by the SGA.
- Maintain active status and remain in good standing with the College.
- Not be on probation with the College, Student Life, or the SGA.

Using Club Funds

Club funds are intended to support the educational, social, and service-related activities of recognized student organizations. The use of these funds is a shared responsibility between student leaders and advisors and must comply with College policies and purchasing procedures. All expenditures require appropriate approvals before any purchase is made.

1. The organization approves a motion to purchase items using club funds. The total purchase amount may not exceed the available balance in the organization's account.
2. The organization advisor reviews and approves the proposed purchase.
3. Club advisor submits a [Club Purchase Request Form](#) via eForms.
4. The request must include Club name, advisor, purpose of the purchase, date needed, requested items, and the amount of requested items.
5. Upon approval, Student Life will make the purchase for the clubs.
6. Purchases made without prior approval will not be reimbursed.

Note for Newly Founded Clubs: Clubs that are formed throughout the semester and are in need of funding for campus events or club activities may meet with Student Life to explore available options. These requests will be handled on a case-by-case basis. Organizations must meet with Student Life to discuss next steps and determine eligibility and appropriate funding opportunities.

Club Finances Cont.

Reimbursement

Club and organization purchases must be approved and made by Student Life through the Club Purchase Request Form.

If an individual purchases an item on behalf of a club or organization the purchase will be considered a personal donation to the club or organization and will not be eligible for reimbursement.

Financial Accounts and Responsibilities

To ensure accountability and proper stewardship of student funds, all student organizations are required to maintain their finances through **a College-managed account**. Personal bank accounts, off-campus accounts, and petty cash funds are not permitted.

All funds raised or received by an organization must be deposited into its College account and remain there until disbursed through approved College processes.

Deposits: Club Advisors or designee are responsible for collecting funds and bringing to the Director of Student Life and Recruitment to deposit. All monies collected must be deposited by the end of the business day in which it was collected. If funds are collected at an event after the college's normal business hours, funds must be deposited by 5 PM on the following business day.

Organizations may not spend more money than is available in their account. All expenditures must be approved by the organization and advisor prior to any purchase.

The treasurer, in partnership with the advisor, is responsible for maintaining accurate financial records, tracking deposits and expenditures, and providing regular financial updates to members.

Student Life staff are available to assist organizations with budgeting and financial procedures. Organizations are expected to manage funds responsibly and comply with all College policies. Failure to do so may result in the loss of funding privileges or organizational recognition.

Account Balances

Club account balances can be requested at any time by the advisor or clubs executive board member by emailing a staff member in Student Life.

If advisors would like to be granted access to Clarity to view account balances please email the Director of Student Life and Recruitment for further guidance.

Sales, Solicitation & Fundraising Policy

Student organizations play an important role in enhancing campus engagement and student development. To ensure fairness, transparency, and responsible financial practices, all clubs are expected to follow established guidelines related to fundraising, solicitation, and sales activities. These policies are designed to support student success while maintaining compliance with institutional standards and promoting accountability in all financial transactions.

Requesting Sales & Fundraisers

- Advisors must complete the Club Fundraising Request on eForms.

Sales

- No student is permitted to operate a business or sell items independently on campus. All club sales must go through the Student Life approval process, and no items may be sold without explicit written permission from Student Life & Recruitment Office.
- All money collected must be submitted to the Director of Student Life & Recruitment by the end of that business day for deposit into the appropriate club account. Club officers are responsible for overseeing and ensuring proper handling of all monetary transactions.
- Clubs may utilize Student Life Square Payments to process transactions. A 2.5% transaction fee is applied to each payment and will be charged to the club account. Clubs should account for this fee when setting prices or collecting payments.
- To be approved for sale, all food items must be either pre-packaged or prepared in a licensed kitchen facility. Pre-packaged food is defined as items packaged by the manufacturer and not prepared by students. Examples include microwave popcorn, individually sealed muffins, packages of gum, and canned beverages.

Solicitation Policy

- Solicitation of funds from donors in the community is strictly **prohibited**. If you are uncertain what would be considered a solicitation, please contact Student Life Senior Leadership for guidance.
- Any gifts or donations must be reported to Student Life Senior Leadership prior to acceptance.

Fundraisers

Student organizations are encouraged and permitted to support their initiatives and community service goals through approved fundraising activities and non-monetary collection efforts. All activities must align with college guidelines and receive prior approval to ensure transparency, coordination, and accountability. **Each organization is limited to two (2) fundraisers per semester.** View the official campus policy [here](#).

Fundraisers Cont.

All student fundraising events must be submitted for approval to Student Life senior leadership via the [eForm](#) at least two (2) weeks prior to the event. If approved, the Student Life & Recruitment Office will forward the request to the Foundation for final approval. Fundraising requests must clearly state the purpose of the fundraiser and how funds will be used, and clubs must clearly communicate this purpose in all advertising. Clubs must be prepared to provide a detailed description of collected items, the intended recipient organization, a clear timeline for collection and distribution, and any promotional materials or messaging.

Approved fundraising activities may include events such as restaurant nights (e.g., Chick-fil-A nights), t-shirt sales, and seasonal sales such as Valentine's Day flowers. Fundraisers that are too similar to previously approved events may be denied to avoid duplication.

In addition to fundraising, student organizations may engage in non-monetary collection and service-based initiatives, including:

1. In-Kind Item Drives

Clubs may host collection drives for tangible goods that support a specific cause or organization. Examples include canned food and non-perishable items, clothing, coats, blankets, school supplies, hygiene products, and toys or holiday gifts. All drives must clearly identify the intended beneficiary (such as SCC Food Pantry, nonprofit organization, or local shelter).

2. Community Support Drives

Clubs may organize awareness campaigns or donation stations that encourage voluntary contributions of goods from the campus community. These initiatives must be strictly non-commercial and cannot involve the exchange of money or goods for profit.

3. Partnerships for Item Donations

Student organizations may collaborate with campus departments or external organizations to collect donated goods or provide services, provided that no money is exchanged and all activities comply with institutional policies.

Deposits: Club Advisors or designee are responsible for collecting funds and bringing to the Director of Student Life and Recruitment to deposit. All monies collected must be deposited by the end of the business day in which it was collected. If funds are collected at an event after the college's normal business hours, funds must be deposited by 5 PM on the following business day.

Any club or organization that hosts any of these events without prior approval from both the Student Life & Recruitment Office and the Foundation Office will be immediately placed on probation. The event will be reviewed by Student Life Senior Leadership, who will determine whether the club or organization will be reinstated or subject to further disciplinary action, up to and including dissolution.

Volunteering as a Student Organization

Purpose

The purpose of this policy is to provide clear guidelines for students and student organizations participating in volunteer and community service activities while representing the institution. This policy ensures that all volunteer engagements are safe, ethical, inclusive, and aligned with the values of the college while minimizing risk and liability for both students and the institution.

Scope

This policy applies to all currently enrolled students in a recognized student organization, and club advisors who wish to participate in or organize volunteer activities on behalf of the college, whether on campus or off campus, and whether conducted independently or in partnership with a community organization.

Definition of Volunteering

Volunteering refers to the act of students offering their time and services to support a cause, project, event, or organization without financial compensation, either as individuals or as part of a recognized student organization. Volunteer activities include, but are not limited to:

- Community clean-up days
- Food bank assistance
- Clothing or supply sorting
- Event staffing for nonprofit partners
- Tutoring or mentoring programs
- Campus-based service projects



Policy Statement

Student-led volunteerism is highly encouraged as part of the college's commitment to civic engagement, community development, and leadership growth. However, all volunteer opportunities coordinated through or by student organizations must be approved and documented in advance with the department of Student Life & Recruitment to ensure student safety and uphold the college's values and public image.

Volunteering Requirements

All volunteer activities must be approved prior to participation by Student Life Senior Leadership. In addition, an advisor must be present for all volunteer activities.

1. Volunteer Activity Proposal

Student organizations must submit a Volunteer Activity Proposal via to Student Life (studentlife@sandhills.edu) at least two (2) weeks prior to the planned service event. The proposal must include:

- Name and location of the service activity
- Description of duties or tasks involved
- Date(s) and time(s) of service
- Transportation details (if applicable)
- Name and contact information for the host organization

Only after the proposal is reviewed and approved may the organization proceed with planning or participation.

2. Required Participant Documentation

Following approval, all participating students must complete all required forms prior to attending the event.

These may include:

- Sandhills Community College Travel Rules and Expectations for Student Life (acknowledges and accepts participation risks for off-campus activities)
- Parent/Guardian Consent Form (required for applicable students, such as minors)

Students who do not complete all required documentation will not be permitted to participate in the volunteer activity. Advisors are responsible for maintaining records of all completed forms and sharing them with the Student Life & Recruitment Office

During the Volunteer Activity

While participating in volunteer work, students are expected to:

- Represent the college in a professional and respectful manner
- Follow all instructions provided by the host organization
- Wear appropriate attire and identification if required
- Refrain from behavior that could negatively reflect on the institution
- Immediately report any accidents, incidents, or concerns to the advisor or Student Life staff

Failure to Comply

Failure to follow this policy may result in one or more of the following:

- Denial of future volunteer activity approval
- Club receiving a warning or probationary status
- Disciplinary action in accordance with the Student Code of Conduct



Membership & Media Policy

Membership

Any currently enrolled student at Sandhills Community College is eligible for membership in student organizations. In accordance with applicable federal and state laws, the Sandhills Community College does not discriminate on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or parental status, religion, age, ancestry, mental or physical disability, military status or veteran status. This nondiscrimination commitment applies to all aspects of institutional life, including the establishment, membership, and operation of student organizations.

Student organizations shall not impose membership restrictions based on academic program, major, department affiliation, or any other college-related identifier. Club advisors are responsible for maintaining an accurate and up-to-date roster of all registered members to ensure compliance with institutional policies.

Media

All media, communications, and promotional materials related to club events, membership, recruitment, or any activity affiliated with a student organization must utilize inclusive and appropriate language consistent with institutional standards. All such materials must be reviewed and approved by the club advisor prior to distribution or publication.



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 and chalk displays.

Demonstrations must be registered at least seven (7) 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.

- Campus Demonstration and Advocacy Intent Form
- Demonstrations may be organized by Sandhills Community College students, faculty, staff, recognized campus organizations, or individuals and organizations not affiliated with the College.
- Individuals or organizations not affiliated with the College must complete this form and receive approval from Senior Leadership of Student Services and/or the SCC Chief of Police prior to holding a demonstration on campus.
- Demonstrations that occur off-campus, where the individuals represent 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.
- Students, faculty, and staff may not reserve campus facilities or spaces on behalf of an outside or unaffiliated individual, group, or organization.

Club Travel Guidelines

Sandhills Community College encourages student engagement in educational and developmental experiences beyond the campus and recognizes that off-campus and overnight travel may be necessary to support student learning, leadership development, service engagement, and organizational growth. To ensure the safety, accountability, and compliance of all participants, all student travel must be planned, approved in advance, and supervised in accordance with College policy.



Travel Authorization and Planning

All student organization travel must be approved prior to departure through the College's established approval process. Travel that has not been formally reviewed and authorized will not be permitted.

Club advisors must notify the Student Life & Recruitment Office via email of all planned travel in advance of submission.

The club advisor (or designated College staff member) is responsible for completing and submitting all required travel documentation, including:

- Travel Authorization and Travel Advance Form (submitted via eForms)
- Field Trip Transportation Form (submitted via eForms), including an attached roster of all participating students (first and last name and SCC ID number required)
- Student Travel Rules and Expectations Form (submitted via eForms), completed and signed by all participating students

All completed travel documentation must be submitted to Student Life Senior Leadership for processing at least three (5) business days prior to departure.

Transportation requests (including college vans or vehicles) may only be submitted after travel approval has been granted and must be initiated through a maintenance ticket or designated system.

Advisor Requirement and Supervision

A club advisor must attend and supervise all off-campus travel. If the assigned advisor is unavailable, a full-time Sandhills Community College employee must be approved in advance by Student Life Senior Leadership as a substitute chaperone. The substitute chaperone's immediate supervisor must also approve of the trip. For overnight travel, additional approval from the Student Life Senior Leadership is required prior to making any arrangements.

Advisors are responsible for:

- Serving as the primary point of contact during travel
- Ensuring compliance with all College policies and procedures
- Supervising student conduct and safety throughout the trip

No travel is permitted without an assigned and approved Sandhills Community College chaperone.

Club Travel Guidelines

Student Eligibility and Insurance

All students are covered under the College's insurance policy during approved travel. If a student maintains personal insurance, it will serve as primary coverage, with College insurance acting as secondary coverage.

Students are strongly encouraged to travel using College-approved transportation. Students who choose to travel using their personal vehicle do so at their own risk. The College's insurance policy may provide secondary coverage for the student after any applicable personal insurance has been exhausted; however, the student's personal vehicle is not covered under the College's insurance policy. Students are responsible for maintaining any required personal automobile insurance and for all expenses associated with using a personal vehicle, including fuel, maintenance, and any vehicle damage.

Required Documentation

Prior to departure, all participating students must complete the Sandhills Community College Travel Rules and Expectations for Student Life. Students who fail to submit required documentation will not be permitted to participate in travel activities.

All required documents must be submitted in advance to allow adequate time for review.

Conduct Expectations During Travel

While traveling, students represent Sandhills Community College and are expected to comply with the Student Code of Conduct at all times.

The following expectations also apply:

- No use or possession of alcohol, tobacco, illegal substances, or prohibited materials
- Compliance with all local, state, and federal laws
- Adherence to all instructions issued by the advisor or College staff
- No unauthorized guests, family members, or non-participants may accompany the group

Violations of conduct expectations may result in immediate removal from the trip at the student's expense, loss of future travel privileges, and disciplinary action upon return.

Additional Travel Requirements

- All travel must be approved in advance; no exceptions will be granted for unapproved trips
- All forms must be submitted within established deadlines to ensure proper processing
- Advisors must maintain full oversight and communication throughout the duration of travel
- Students must follow all transportation requirements to remain eligible for College coverage

Club Travel Guidelines Cont.

Minors

As a best practice, when a minor participates in off-campus travel, it is recommended that a parent or guardian meet with the advisor in person to complete and sign the Parent/Guardian Authorization – Off-Campus Travel form. Please contact Student Life to obtain a copy of the form. This is the process SGA follows when conducting off-campus travel with minors. SGA

During this meeting, the advisor will review the travel itinerary, provide contact information, and answer any questions the parent or guardian may have. The parent or guardian will sign the authorization form in person with the advisor.

SGA requires minors participating in off-campus travel to ride with the advisor in College-approved transportation. Minors are not permitted to travel separately or use non-College transportation for SGA-sponsored off-campus travel.



Personal Vehicle Transportation

Sandhills Community College strongly encourages students participating in college-sponsored travel to utilize College-provided transportation whenever available. Students are not permitted to operate College-owned, leased, rented, or otherwise College-authorized vehicles for student organization activities, field trips, conferences, competitions, or other college-sponsored events.

In limited circumstances, a student may choose to utilize their personal vehicle for approved travel. Students electing to do so must possess a valid driver's license and maintain all legally required insurance coverage.

All students are covered under the College's insurance policy during approved travel directly to and from the students home premises and the site of the activity or traveling as a member of a group in transportation furnished or arranged by the school. If a student maintains personal insurance, it will serve as primary coverage, with College insurance acting as secondary coverage, for bodily injury only.

The student's personal vehicle is not covered under the College's insurance policy. Students are responsible for maintaining any required personal automobile insurance and for all expenses associated with using a personal vehicle, including fuel, maintenance, and repair to personal vehicle should any vehicle damage occur.



Social Media Accounts

To ensure consistent communication, branding, and student engagement, student organizations may not create new independent social media accounts for their clubs or organizations beginning July 2026.

Any student organization social media accounts created prior to July 2026 will be grandfathered in and may remain active. These accounts must continue to follow all College policies, branding guidelines, and content standards. Student organizations are responsible for maintaining accurate, appropriate, and up-to-date content on any approved account.

All grandfathered club-affiliated social media accounts must have advisor oversight. Club advisors are responsible for ensuring account access is properly managed and transferred as student leaders change.

Student Life Instagram

Moving forward, student organizations are required to utilize the Student Life Instagram account or other existing SCC social media accounts to promote club activities, meetings, events, accomplishments, and opportunities for student involvement. This platform provides clubs with increased visibility, access to a larger audience, and a centralized location for students to learn about campus engagement opportunities.

Student organizations wishing to promote content through the Student Life Instagram account will submit event details, flyers, photos, videos, or other promotional materials via email to [Student Life](#).

Content and Communication Standards

All social media content associated with student organizations, including posts, graphics, videos, flyers, stories, and other promotional materials, must represent the organization and Sandhills Community College appropriately.

Content must:

- Accurately represent the student organization and the College.
- Use inclusive, respectful, and professional language.
- Comply with all College policies, including the Student Code of Conduct.
- Respect the privacy and rights of students, employees, and community members.
- Provide truthful, accurate, and timely information.
- Promote a welcoming environment free from discrimination, harassment, or inappropriate content.

Student organizations should engage respectfully with followers and members of the public and avoid online interactions that could negatively impact the organization or the reputation of Sandhills Community College.

Accessibility and Best Practices

Organizations are expected to make reasonable efforts to ensure social media content is accessible to all users. Whenever possible, videos should include captions, images should contain alternative text descriptions, and posts should use clear and readable language.

Compliance and Enforcement

All student organization social media accounts and submitted content are subject to review by Student Life and Sandhills Community College. The College reserves the right to request modification, removal, or discontinuation of content or accounts that violate College policies, misrepresent the institution, or fail to meet these guidelines. Failure to comply with this policy may result in the loss of social media privileges and may impact the organization's recognition or standing with the College.

Bringing an External Visitor or Speaker to Campus

Student organizations may invite external visitors, presenters, or speakers to campus to support educational, cultural, social, or leadership programming. All visitors and events must align with the mission and values of Sandhills Community College and comply with all College policies.

Requests to host an external visitor or speaker must be submitted to Student Life and approved by both Student Life Senior Leadership and the club advisor at least fifteen (15) business days prior to the event. Approval must be received before any advertising, event promotion, or logistical arrangements are made.

Organizations must provide the visitor's name, affiliation, event purpose, date, time, and expected audience as part of the approval process.

Student organizations are not authorized to enter into contracts or make payments directly to speakers or presenters. Any fees, reimbursements, or honoraria must be approved and processed through the College in accordance with established financial procedures.

Student organizations are responsible for hosting approved visitors, ensuring compliance with College policies, and coordinating all event logistics, including facility reservations, setup, and cleanup.



Code of Conduct

All recognized student organizations and their members are subject to the policies, procedures, and behavioral expectations outlined in the Sandhills Community College Student Code of Conduct. Student organizations are expected to operate in accordance with College policies, applicable federal, state, and local laws, and the purpose outlined in their approved constitution.

Organizations that violate College policies or fail to maintain compliance with institutional requirements may be subject to review by Student Life. Student organizations will be afforded appropriate due process before any disciplinary action is taken.

Sanctions may include, but are not limited to:

- Written warning
- Probationary status
- Suspension of organizational privileges
- Loss of funding eligibility
- Revocation of official recognition as a student organization

Individual members may also be held personally accountable for violations of the Student Code of Conduct, separate from any action taken against the organization.

Dissolution of Student Organizations

Student organizations wishing to discontinue operations or relinquish their recognition status must notify the Student Life & Recruitment Office in writing. Prior to dissolution, organizations should follow any procedures outlined in their constitution, hold a final meeting documenting the decision, and satisfy any outstanding financial obligations.

Any remaining funds in the organization's account will revert to the Student Government Association within one (1) week of receiving written notification unless otherwise required by College policy.

Club Probation & Dismissal Policy

Purpose

The purpose of this policy is to establish a fair and consistent process for addressing student organizations that fail to maintain the requirements of official recognition or violate college policies and procedures. Club probation is intended to provide organizations with an opportunity to restore compliance and return to good standing. When corrective efforts are unsuccessful or serious violations occur, the college may revoke a club's recognition to protect students, college resources, and the integrity of the student organization program.

Status of Clubs

Status	Typical Reasons	Possible Restrictions
Good Standing	Meets all requirements	Full privileges
Warning	Minor administrative issues	No restrictions; written notice
Probation	Continued noncompliance or policy violations	Restrictions on funding, events, travel, fundraising, etc
Dismissal	Failure to improve or major misconduct	Recognition revoked

Good Standing

For a club to maintain their good standing status they must:

- Complete and maintain an up-to-date Club Constitution Form
- Complete and maintain an up-to-date Advisor Agreement Form
- Each fall semester, existing clubs must submit an updated roster via email to student life and an Advisor Agreement Form by the last business day of October to remain active.

Warning

A club may receive a warning for minor administrative errors or first-time violations.

1. Grounds for Warning

- Failure to submit an updated club roster.
- Failure to submit an updated Club Advisor Agreement Form.
- Failure of the club advisor to be present at required club meetings or events.
- Failure to comply with Student Life procedures or established deadlines.

2. Warning Process

- The club advisor and club president (or other designated club officer) will receive written notification via email outlining the reason for the Warning, the required corrective action, and the deadline for resolving the issue. The Student Government Association Executive Board will also be notified of the warning. Failure to complete the required corrective action by the established deadline or repeated violations may result in the club being placed on probation.

Club Probation & Dismissal Policy

Probation

A club may be placed on probation for repeated minor violations, failure to correct issues identified during a warning, or more serious violations of college policies or Student Life procedures.

1. Grounds for Probation

- Failure to complete the corrective action outlined in a warning by the established deadline.
- Repeated failure to submit required forms, reports, or other documentation.
- Failure to maintain the minimum requirements for club recognition, including an active advisor as required by college policy.
- Misuse of club funds or failure to follow college financial procedures.
- Conduct by club members or officers that violate the Student Code of Conduct while acting on behalf of the club.
- Failure to comply with college policies, student life procedures, or directives from the Office of Student Life and Recruitment.
- Other violations determined to warrant probation by the Student Life Senior Leadership.

2. Probation Process

- The club advisor and club president (or other designated club officer) will receive written notification via email outlining the reason for the probation, any restrictions placed on the club, the required corrective action, and the deadline for returning to good standing. The Student Government Association Executive Board will also be notified of the probation.
- During the probationary period, the club may continue to hold regular meetings but will be restricted from requesting or earning funding, hosting and participating in events, conducting fundraisers, traveling, or exercising other privileges of a recognized student organization, as determined by the Director of Student Life and Recruitment. The club is expected to complete all required corrective actions as promptly as possible and no later than the established deadline to return to good standing.
- Failure to complete the required corrective action by the established deadline or additional violations may result in the club being dismissed and its official college recognition revoked.

Dismissal

A club may be dismissed for failure to comply with or completing the corrective action required during the probationary period by the established deadline or for major misconduct.

1. Grounds for Dismissal

- Failure to complete the corrective action outlined during probation.
- Repeated or continued violations of college policies or student life procedures.
- Misuse or misappropriation of club funds.
- Serious violations of the Student Code of Conduct while acting on behalf of the club.
- Conduct that endangers the safety or well-being of others or significantly disrupts the operations of the college.
- Other major violations determined to warrant dismissal by Student Life Senior Leadership.

2. Dismissal Process

- The club advisor and club president (or other designated club officer) will receive written notification via email that the club is being recommended for dismissal. The notification will outline the reason for the recommendation and inform the club that the recommendation will be presented to the Student Government Association Executive Board for a dismissal vote.

Club Probation, Dismissal and Appeals Policy

Dismissal cont.

- Following the vote, the club advisor and club president (or other designated club officer) will receive written notification of the Student Government Association Executive Board's recommendation and the final decision regarding the club's recognition status. Student Life Senior Leadership retains final decision-making authority and may uphold, modify, or override the recommendation of the Student Government Association Executive Board when deemed appropriate.
- If the club is dismissed, its official recognition by the college will be revoked. The club shall cease all activity and will no longer be eligible to receive privileges afforded by recognized student organizations. Any remaining club funds will be returned to the Student Government Association fund within two weeks of the notice.

Right to Appeal

Clubs placed on probation or dismissed status may submit a written appeal to the Senior Leadership of Student Services or their designee within five (5) business days of receiving the decision. The appeal must be submitted by the club advisor and include the reason for the appeal and any supporting documentation.

The Senior Leadership of Student Services or designee will review the appeal and issue a final decision within ten (10) business days of receipt. The decision of the Senior Leadership of Student Services or designee is final.



STUDENT GOVERNMENT ASSOCIATION

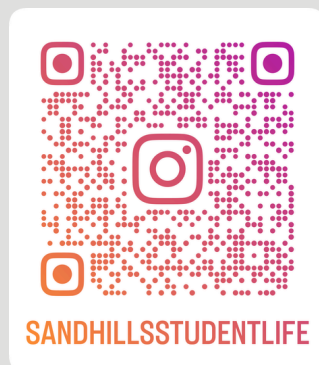


Thank you for supporting our SCC Campus Clubs and Organizations!

Check out our
webpage!



Follow us on
Instagram!



Acknowledgement: This handbook was developed through a review of best practices, policies, and resources from various higher education institutions. It serves as a guiding document for student organizations, advisors, and student leaders at Sandhills Community College, supporting student engagement, leadership development, and responsible organizational practices.

We gratefully acknowledge the publicly available materials that informed this work, which have been adapted to reflect the mission, values, and needs of Sandhills Community College and its student community.