Student Organization Handbook

&

Leadership Guide

Department of Student Leadership & Development

Tidewater Community College

Chesapeake Campus

Student Center

Non-Discrimination Statement

Tidewater Community College does not discriminate against students of any race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veterans status, handicap, sexual orientation, or any other legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other College-administered programs and facilities.

A Message from the Coordinator of Student Leadership & Development

Dear Club and Organization Presidents:

The Department of Student Leadership & Development is here first, and foremost, to serve you—the students. Our primary goals are to help you succeed as students and to further support your growth and development. Through involvement in one of the 15+ student organizations at Chesapeake campus, you have the opportunity to enjoy meaningful relationships with others, learn about yourself, and develop lifelong skills. You also have the ability to make a difference and significantly impact both Tidewater Community College and its surrounding communities.

The Department of Student Leadership & Development is also here to help you succeed as a student leader. Whether you need assistance in the area of leadership development, member engagement, risk management, financial planning, or organizational development, the Department of Student Leadership & Development is happy to assist you.

I encourage you to drop by the Student Leadership & Development Suite located on the 2nd floor of the Chesapeake Student Center at any time. Whatever you may need, I am confident that the Department of Student Leadership & Development can be of assistance.

Sincerely,

Sara Hair

Chesapeake Campus Coordinator of Student Leadership & Development

Student Leadership & Development

The Department of Student Leadership & Development complements the academic program of study and enhances the student experience by providing programs that increase involvement, strengthen campus connections, broaden cultural awareness, engage students of diverse backgrounds, develop leadership skills, and offer opportunities for experiential learning. Through engagement with the Department of Student Leadership & Development and its many initiatives, students will:

· Identify strengths and hone leadership skills
· Improve interpersonal skills
· Create a meaningful, lasting connection to campus
· Help shape the culture and traditions of the campus community
· Have opportunities to apply their coursework
· Gain practical experiences that are applicable to life after college
· Enhance friendships

The Coordinator of Student Leadership & Development is responsible for advising campus clubs and organization and assisting them with events, promoting and facilitating development of leadership skills, generating and supporting campus programming, and responding to the diverse needs of our students and helping students benefit from the institution's total education process.

Students have the right to organize into interest, study, social, or service groups at the College provided these groups do not violate the College's non-discrimination policies

For a complete list and description of TCC Chesapeake's Clubs and Organizations please visit the Chesapeake Student Center webpage at www.tccchesapeakesc.org

Student Leadership & Development:

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Information on the Student Handbook

The TCC Student Handbook has a summary of matters of interest to TCC clubs and organization. With changes in membership from year to year, the Student Handbook serves as a valuable resource for your organization's leadership.

Utilizing the TCC Student Handbook as a resource will guide your organization to success. The Student Handbook is everything you need to know about TCC Student policies, procedures and engagement. Here you will find policies for Student Organizations, Security, Academic areas and College policies. Moreover, it is tool for students to make the most of when navigating the different departments that TCC has to offer. You will find yourself and your organization best served when you familiarize yourself with the TCC Student Handbook.

For more information about student organizations please contact Sara Hair Coordinator of Student Leadership & Development. Please also ensure that all organization officers and advisors attend the Student Organization Training Seminar at the start of the fall semester.

Student Organizations Privileges

Recognized Student Organizations

Tidewater Community College provides certain privileges to recognized student organizations in good standing. Those privileges include:

- Use of campus facilities at no cost or for a minimum cost
- Use of campus services (dining services with additional cost) and equipment
- The right to post advertisements in the Student Center (if approved by Department of SL&D)
- The right to post advertisements in other campus buildings (if approved by the Department of SL&D and the building Dean)
- Ability to host events on campus (if appropriate forms are filled out with the Department of SL&D)
- Ability to attain resources for advertising from the Department of Student Leadership & Development
- Participation in the fall and spring campus club fairs "OrgStorm"

Categories of Student Organizations

- Academic Honor Societies: Groups associated with a particular academic field that requires members to have a minimum GPA.
- Majors: Organizations related to a particular area of academic study.
- Leadership: Groups of students that focus on student leadership, governance, and programming.
- Intramurals: Competitive leagues or clubs associated with sports
- Religious: Organizations associated with faith based traditions and programming
- Community Service: Groups associated with community service
- Special Interest: Any other type of organization that does not fit into the previous categories.

Registration of Student Organizations

Student organizations that will contribute to the educational, social, community, and/or physical improvement of Tidewater Community College and/ or the larger community may be established. A student organization must be academic, educational and/or service-oriented, and all full-time and part-time students are eligible to participate.

Tidewater Community College requires that every Club & Organization registers by the 3rd Friday in September annually. This will ensure that your club can receive the rights and privileges previously listed. The registration form requires that every Club & Organization falls into one of the seven (7) organization types. Moreover, every organization is ***required*** to have a Mission Statement, Constitution, a faculty/staff advisor, and active student participation when registering to be considered 'active.'

It is the responsibility of the Club & Organization to 'Renew Registration' and 'Update Membership,' as necessary/required.

We strongly suggest that clubs consider adopting a calendar-year term of service for officers (January – December), to ease transition from one executive board to the next. Once they graduate, they're gone, and they might take valuable info with them! It is a good idea to dedicate the first meeting of the semester to setting semester-long and year-long goals, along with a tentative calendar of events and corresponding budget. It's also important to outline how officer transitions will occur (including an opportunity for new officers to shadow old officers, and the passing of resource materials).

Students petitioning to establish or charter a new student organization must fulfill the following requirements:

1. Recruit a minimum of ten (10) currently enrolled students who have an interest in serving as a member and/or officer. Only currently enrolled TCC students, may serve as members, unless otherwise authorized by the campus Dean of Student Services or the Director of the Student Center. If the petitioning organization has difficulty in obtaining the required interest, the petitioning organization may request the Department of Student Leadership & Development to assist with organizing an organizational meeting on behalf of the petitioning organization to encourage interest.

2. Secure a TCC faculty/staff member who is mutually interested in serving as a student organization advisor. If assistance in this area is needed, the petitioner should seek advice from the Department of Student Leadership & Development. (NOTE: The official campus of record for the student organization will be based at the organization's advisor's primary campus, and all guidance, supervision, and fiscal responsibility will be assigned to personnel of the organization advisor's primary campus. In addition it is the primary responsibility of the student organization to locate a fulltime faculty/ staff to become advisor.)

3. Submit the following to a campus Office of Student Activities:

   - An Application for Student Organization Recognition.
   - A mission statement & constitution that outlines the purpose, roles, policies and behavior standards for the organizations. Sample constitutions are available in the Department of Student Leadership & Development

4. Once materials are submitted to and reviewed by the Department of Student Leadership & Development, the petition will be forwarded to the Chesapeake Campus Student Government Association (SGA) for review at their next scheduled meeting. The contact person petitioning must be in attendance at this meeting. If disapproved, the student organization's contact person will be notified accordingly with justification. If approved by the SGA, the application will be forwarded back to the Department of Student Leadership for secondary approval, then be forwarded to the Chesapeake Dean of Students Office for final approval. If the student organization has been approved, the Department of Student Leadership & Development will issue an official college charter to the student organization petitioner and advisor. This charter grants the organization the privileges of using college facilities and formal affiliation with the TCC name.

Interest Groups

An Interest Group is a group of students that have expressed interest in starting a new student organization but have not completed the formal recognition process. Students that have expressed interest in starting a new organization may need assistance with campus resources such as room reservations and advisement to complete the formal application for recognition.

- Any group of students wishing to form an interest group should complete an "Application for Approval as an Interest Group" located in the Department of Student Leadership & Development and obtain approval from that department coordinator who in turn will keep the Dean of Student Services/ Director of the Student Center informed of all interest groups formed on the campus. Notice of approval or disapproval shall be made by the Coordinator of Student Leadership & Development within two weeks of form submission.

- The use of College facilities may be provided.

- The group shall be open to all students, faculty, and staff regardless of race, color, sex, age, political affiliation, religion, handicap, national origin, veteran status, marital status, or sexual orientation.

- Revenue-producing activities will be permitted only through the sponsorship of an officially recognized organization that bears full fiscal responsibility and liability for the activity.

- The group will not be allowed to use the College name in its title and no college funds or services will be provided to the group. However, the campus locations for meetings and activities may be designated.

- This application, if approved, validates the interest group through the end of the current academic semester of which approval was granted or through the two month window post approval before the formal club recognition process is required or whichever is later.

Note: A designee of the Department of Student Leadership & Development can act as advisor through the recognition process and will assist in reserving meeting and event space for interest groups on their behalf. Should an interest group not complete the formality of student organization recognition within two months of expressing interest, all temporary privileges can be revoked.

Requirements & Responsibility – Active Student Organization Status

1. All Student Organizations must maintain compliance with TCC's nondiscrimination policy.

2. A financial account must be established and maintained in the campus Business Office, and revenue from all sources must be deposited to that account. Note that the campus Business Office utilized must be the student organization advisor's primary campus.

3. Items must be purchased in accordance with State and College procurement guidelines.

4. The student organization must ensure that the student organization advisor (or an appropriate, designated TCC staff member) accompanies or participates with the group on all trips and other activities that have been deemed to need college personnel supervision. Trips that are beyond a 50-mile radius or that involve overnight stay must be supervised by Fulltime college personnel. Please see Student Travel Policy.

5. Officers and members of all student organizations must be currently enrolled at TCC.

6. Officers must maintain at least a 2.5 GPA, or a higher GPA if required by any affiliated international, national, or regional organization.

7. Officers must undergo budget, organization, and leadership training with the Department of Student Leadership & Development annually.

8. By the third Friday in September for the fall term a student organization wishing to re-charter and be recognized officially must complete and submit to the campus Department of Student Leadership & Development a new Application for Student Organization Recognition that includes a listing of all current members, officers, and the student organization advisor. (Note: This application must be completed and re-submitted whenever a new student organization advisor or officer is named.)

Any recognized student organization that is allocated funds by the college must meet the following additional standards in order to continue to receive recognition and funding:

- A student organization shall meet at least two times during the semester (Fall and Spring semesters) and submit the minutes of their meetings to the campus Department of Student Leadership & Development.

- The student organization shall not allow any funds in their account to remain inactive (i.e., no deposits or withdrawals) for a period of nine months in any academic year. If a student organization has been declared as inactive, the campus Department of Student Leadership & Development shall inform the campus Business Manager. The campus Business Manager shall transfer the funds from the inactive student organization to the college's Student Activities general fund by the end of that fiscal year. The Business Manager shall notify the Department of Student Leadership & Development when this action has been completed.

- The student organization must be active in at least one approved college event per semester and must actively participate in a minimum of two campus program initiatives per semester as arranged by the Department of Student Leadership & Development.

- Student organizations will undergo budget, organization, and leadership training prior to access to allocated funds.

Inactive Status

Prior to being declared inactive, an organization's President will be so advised and given an opportunity to present relevant information on behalf of the organization. Such a hearing would be with the Coordinator of Student Leadership & Development, the Student Center Associate Director and the Chesapeake campus Dean of Students. An organization may be declared inactive by the Coordinator, Associate Director, and Dean of Students if any one of the following conditions exists:

- Failure to maintain the required number of members in the organization (10).
- Failure to maintain a faculty advisor. (The Department of Student Leadership & Development may serve as a temporary advisor for one semester only.)
- Failure to provide lists of officers or constitution changes to the Department of Student Leadership & Development when requested.
- Failure to comply with audit requirements of club accounts when required.
- Failure to provide representation at coordinating meetings.
- Failure to provide or engage in campus service activities when assigned by the Department of Student Leadership & Development.
- Failure to comply with College policies or any authorized directive by a College official.

An organization may declare itself inactive for a given semester or semesters by submitting a written request to the Department of Student Leadership & Development.

Until the organization corrects all deficiencies that caused the declaration of inactive status, the following actions will be observed:

- The organization will lose financial support from the Student Activities Fund.
- The organization's name will not appear in campus publications such as newsletters, newspapers, etc.
- The organization is ineligible for any awards or honors available to recognized organizations.

Loss of Recognition

Possible reasons for loss of recognition are:

- Evidence of failure to comply with college/campus, local or state policies and regulation (e.g. financial policy, policy on scheduling of events, etc.).
- Evidence of failure to abide by its own constitution and by-laws. (e.g. discrimination in membership, misappropriation of local revenue funds, etc.)
- Inactivity for a period of two years.

  Procedures following loss of recognition:

- Students interested in establishing a similar organization at some later time would follow the guidelines for Establishing and Chartering Student Organizations.
- Funds accrued in the student club account of an organization for which recognition is revoked shall revert to the Student Activity Fund.

An organization may be declared inactive by the Dean of Students upon recommendation of the Department of Student Leadership & Development. An appeal may be submitted in writing to the provost.

Inter-Club Council – Presidents Roundtable

Every month, the Student Government President hosts a meeting for all Club Presidents to attend. It is a time for all the presidents to mingle but also provide tools for presidents to make their organization successful.

Purpose:

The purpose of Inter-Club Council also known as the Presidents Roundtable is to ensure that all club presidents are adequately supplied with all the tools to success. This council provides a way for student leaders to learn from one another, collaborate on various initiatives, and facilitate open and inclusive communication among leadership of campus student organizations.

Goals:

- Provide a community feel amongst all clubs and organizations
- Provide tools to success, including but not limited to:
    - Recruiting
    - Event Management
    - Advertising
    - Stress/Conflict Management
    - Goal Setting
    - Values and Ethics
- Communication between presidents and the Coordinator of Student Leadership & Development
- Keep a club in 'Active' Status
- Communication amongst all clubs and organizations

Campus Account Policies & Management

All revenue collections shall be accurately accounted for and deposited by the Office of Fiscal Services and/or Campus Business Offices on a daily basis. Only when authorized by the Director of Fiscal Services or Campus Business Managers, may revenue be collected outside of these offices and submitted to either the Office of Fiscal Services or Campus Business Offices for deposit and recording. In these cases, the following guidelines must be followed:
1. Office of Fiscal Services or Campus Business Office shall assign a receipt book to the party responsible for collection of funds. The individual who signs for the receipt book is responsible for accountability of the receipt book and each one of the receipts.
2. For each payment received, a receipt must be written with the original receipt given to the payer. If payer is not available the college representative making the collections will either mail the original receipt to the payer, or turn it in with the funds collected where it will remain on file.
3. Receipts will be completed in sequence, and any receipt skipped over will be marked "VOID" immediately. The white and pink copies of the voided receipt will be turned in with the funds collected. The yellow copy will remain in the receipt book.
4. A "Transmittal Form for Funds Collected Outside of the Business Office" must be properly completed by the college representative making collections.
5. The following documents must be assembled as follows, and turned in to the Office of Fiscal Services or Campus Business Office.
    a. White (original) copy of the transmittal form

b. Pink (second) copy of the receipt must be attached to the individual's payment (check, money order, or charge slip)
6. All funds shall be turned in for deposit on a daily basis. Any expectations to this procedure shall be justified by the small amount collected ($200.00 or less) and the ability of adequate safekeeping facilitie4s. If the funds collected will not be turned in for deposit on the same day they are collected they must be secured overnight in a locked container (i.e., night depository bag, desk, file cabinet, or safe). Under no circumstances will a person be authorized to retain funds on his/her person overnight.
7. If any documents submitted pertaining to this entire procedure are not properly assembled and completed, they will be returned to the college representative responsible for proper completion.
8. The Financial Services Manager – Revenue and/or the Business Office Manager will notify the Director of Fiscal Services if funds received are not in accordance with these guidelines.

Campus Fundraising

1. Purpose

In order to maximize fundraising potential for the benefit of the College and ensure alignment with its priorities, this policy designates the Tidewater Community College Educational Foundation (hereinafter "Educational Foundation") as solely responsible for College fundraising and establishes prohibitions on fundraising activity not coordinated or authorized by the Educational Foundation. It establishes procedure for requesting support for fundraising activities. This policy also governs the acceptance of gifts and outlines relevant procedure. Furthermore, this policy outlines employee compliance with applicable laws, policies, and fundraising ethics.

2. Policy

The Tidewater Community College Educational Foundation is the recognized philanthropic arm of Tidewater Community College. The Educational Foundation will coordinate all fundraising activities of the College. The Educational Foundation may, if it so chooses, delegate fundraising responsibility in individual circumstances to a non-Educational Foundation staff member of the College.

Solicitation of Charitable Gifts:

No College employee shall solicit for charitable gifts of any kind (e.g., cash, equipment) from any individual, corporation or foundation without prior approval from the Educational Foundation and his/her responsible cabinet member.

No College employee shall use College resources, including the College email distribution lists, for the solicitation of charitable gifts from fellow employees or external parties without prior approval from the Educational Foundation and his/her responsible cabinet member.

No member of an advisory board associated with the College shall solicit for charitable gifts from any individual, corporation or foundation without prior approval from the Educational Foundation.

No TCC student shall solicit for charitable gifts for the benefit of a student organization from any individual, corporation or foundation without prior approval from the Educational Foundation.

Acceptance of Charitable Gifts:

No College employee, except for those in the Educational Foundation office, advisory board member, or TCC student, shall accept charitable gifts (e.g., cash, equipment) from any individual, corporation or foundation.

Prospective donors of charitable gifts should be directed to Educational Foundation office staff. The Educational Foundation is under no obligation to accept a gift and may determine for any number of reasons, including but not limited to perception of benefit or lack thereof, not to accept a gift. Prospective gifts of real property will be referred to the TCC Real Estate Foundation.

Gifts In-Kind:

Charitable gifts in-kind intended for the benefit of a TCC division, academic program, or student organization will be transferred in a timely manner from the Educational Foundation to the College entity.

3. Responsibilities

The Vice President for Institutional Advancement/Executive Director of the TCC Educational Foundation shall ensure that adopted procedures are consistent with applicable federal and state laws and regulations, policies and procedures of the Virginia Community College System, Educational Foundation, and College. Adopted procedures should seek to align with CASE (Council for Advancement and Support of Education) Reporting Standards and Management Guidelines for Educational Fundraising and Association of Fundraising Professionals (AFP) fundraising ethics to the extent no conflicts exist with law or policy.

4. Procedures

4.1. Fundraising Support

All requests for fundraising support must be made to the Educational Foundation using an established online form made available on the College's intranet.

Based on the information supplied by the requestor, the Educational Foundation will determine whether to a) coordinate the fundraising activity b) disallow the fundraising activity or c) authorize the fundraising activity and delegate the responsibility for the fundraising to a non-Educational Foundation staff member. Considerations for the Educational Foundation include but are not limited to:

1) Compliance with federal and state laws, and College and Foundation policies
2) Alignment of request with established College fundraising priorities
3) Conflicts with Educational Foundation philanthropic plans for prospective donors
4) Staff capacity to meet demands of fundraising activity
5) The true revenue potential of activity after costs of executing fundraising are incurred
6) Fund minimums in Educational Foundation policies
7) Cost estimates for gift acceptance or ongoing management
8) Ability to spend gift; compliance with donor conditions for restricted gifts
9) Community/College impact

4.2. Acceptance of Charitable Gifts In-Kind

Before the Foundation may accept gifts in kind, the prospective donor must provide documentation of the estimated value of the gift.

For a gift in-kind intended by a prospective donor to benefit a specific College division, academic program, or student organization, the Foundation must first verify in writing that:

a) The intended recipient (academic program, division, or student organization) and responsible member of President's Cabinet has a need for the gift and wants to accept it; and

b) The intended recipient and responsible member of President's Cabinet has estimated the cost of transferring and storing the gift and has sufficient funds to cover any costs.

Once the gift has been accepted, the Foundation shall convey the gift details to the Procurement Office in a timely manner to determine if it meets the criteria for recording in the Asset Management System. If it meets the criteria, the gift will be recorded as of the date of receipt and will be controlled in accordance with TCC Policy 4303 (Asset Control and Management).

5. Definition

Gift In-Kind: a gift of goods or service

Campus Fund Management

All student organizations will submit a monthly budget sheet to the Coordinator of Student Leadership & Development, indicating all expenses, revenue, grants, and the applicable balance. This sheet will be reconciled with the Campus Business Office account statements to ensure proper accounting and accountability.

All student organizations will submit to the Coordinator of Student Leadership & Development a complete annual budget including estimated expenses, revenues, grant requests and initiatives for the coming year by October 6.

All student organizations must comply with all campus and college policies and procedures stated within this document and its attachments including interim revisions and adjustments based on college need.

Funding Requests

Individual student organizations may receive additional funding as gifts from outside the college and through fund-raising efforts as long as TCC guidelines are followed.

The student activities budget, which is approved by Tidewater Community College's Local Board prior to the beginning of each fiscal year, is funded from student activities fees for functions including student publications, intramurals and athletic teams, campus, community and cultural events, social activities, student organization support, college-wide activities, student government associations, and learning assistance. Monies received from the student activities fees also support the Student ID System and college-wide student engagement activities, and are allocated to campus Provosts, Deans of Student Services and Directors of Student Centers to supplement the campus student activities budgets as necessary.

CAMPUS AND COLLEGE-WIDE FUNDING Recognized Student Organizations that have been approved through the college's annual recognition process are eligible to be considered for financial support.

Campus Funding

Most Student Organizations are not guaranteed financial support from funds generated through the student activities fees, and therefore should not plan to utilize these funds as their primary source of revenue. Fundraising and/or the collection of dues is highly recommended. Student Organizations seeking campus funding should make an effort to submit funding requests at the time of chartering/re-chartering form to the Department of Student Leadership & Development by October 6 of that year.

College-wide Funding

Some student organizations are sanctioned by Tidewater Community College as official college entities and are benefactors of the support of the college. These organizations provide a variety of services, information, and resources to the community, the college, and individual students. They benefit all TCC students. Examples of these organizations include The Student Government Association and Phi Theta Kappa (PTK). Eligible campus organizations may apply for special funding through the Department of Student Leadership & Development or seek college-wide funding by submitting the Application for Local Funding for Events request to the Coordinator of Student Leadership & Development or the Student Federation Council Chair respectively by the last Friday in January for the academic year in which funding is sought. The request should reflect how students at all campuses will benefit from the program or activity include a formal written proposal, and include the submission of an itemized budget.

Eligibility for Funding

The following guidelines are applicable to all college-recognized student organizations that are funded through student activities fees. These guidelines determine whether a student organization is eligible to receive funding consideration.

1. Student organizations that receive financial support from the college must stipulate in their constitutions or by-laws the following:
   - The primary purpose of the student organization is educational, cultural, and/or service.
   - The group permits expression of a wide range of views among its members.
   - Students' lives will be enriched by the event/activities.
2. Funding will be provided only for those events/activities that
   - maintain the purposeful functions of the group, as stated within the student organization's constitution;
   - will directly benefit or serve a large segment of the student body; and,
   - are open to any interested student
3. Emergency funding may be available if an unanticipated and immediate need arises for an event/activity not planned for during the regular budgetary process. These requests should be made directly to the respective campus Student Government President in conjunction with the Department of Student Leadership & Development
4. The student organization must maintain a sole financial account at the college, and all deposits and expenditures must be made through the campus Business Office.
5. Funding requests must be approved by the student organization advisor.
6. All requests and purchases must fully comply with State and College procurement guidelines.
7. All requests for travel must carefully prescribe to the Guidelines for Student Travel and College Travel Policy and Procedures.

Criteria for Allocating Funds

The following criteria help to determine the amount that will be allocated:

1. Strength of relationship between event/activity and the student organization mission statement.
2. The event/activity must meet at least four of the following six standards:
   - Past performance of similar event/activity for which funding has been sought is assessed and determined to be successful.
   - Expands education in all facets of student life.
   - Encourages interaction among students.
   - Increases students' sense of commitment to the college community.
   - Event/activity is visible and accessible.
   - Promotes the diversity of student interests.
3. Past fiscal responsibility of the student organization is a determinant. For example, prior attention to deadlines and use of requested funds in the past are important factors. If requested funds were not used in the past, a written explanation must be attached to the budget request form.
4. Evidence that careful research and planning have taken place to ensure feasibility of the event/activity.
5. Assurance that policies of the college will not be in violation.
6. Estimates of expenses and revenues are reasonable and have been adequately researched.
7. The level of detail provided on the request and in the presentation given to the Coordinator of Student Leadership & Development or designee during the budget hearing must be reasonable.

Funding Procedures & Guidelines

Student organizations seeking campus funding must submit a request for funding by the October 6 of each year to the Department of Student Leadership & Development. Student organizations seeking college-wide funding must submit an Application for Local Funding for Events form to the Chair of the Student Federation Council by the last Friday in January for the academic year in which funding is sought. If the deadline is missed, the student organization must submit a request to be considered for any remaining funds, and the request is granted only after consideration of those requests that were submitted by the deadline. Requests for funding new student organizations chartered after the deadline will be evaluated on a case-by-case basis.

1. Written justification and an oral presentation at a budget hearing must support the budget request.

2. Re-chartering student organizations must demonstrate stability and fiscal responsibility by submitting budget records from the previous year, including all self-generated revenues.

3. The student organization must be supported, in part, by self-generated monies. (Student organizations wishing to conduct a fundraiser and/or raffle must consult with the Department of Student Leadership & Development).

4. The student organization must certify that, during an open meeting, its members approved the budget request and that the student organization has consulted with its student organization advisor in preparing the request.

5. The student organization must be active in at least one approved college event per semester and must actively participate in a minimum of two campus program initiatives per semester as arranged or agreed upon by the Department of Student Leadership & Development.

6. Funding is provided for all or any part of specific student organization events, activities, and travel, but not for general student organization support.

7. Funding may be requested for student travel to conventions, conferences, performances, and competitive events. All travel requests are subject to the College Travel Policy and Procedures and must be related to the student organization's primary purpose as stated in its constitution.

8. Funding may be used to pay off-campus vendors, as necessary, to support student organization events/activities.

9. The campus Student Government Association Executive Committee, Department of Student Leadership & Development, and the campus Dean of Students approve all campus funding student organization requests. The Student Federation Council approves all requests for college-wide funding.

10. Any recognized student organization that is allocated funds by the college must meet the following standards in order to continue to receive recognition and funding:

    - The student organization shall meet at least one time during the academic year and submit the minutes of their meetings to the Department of Student Leadership & Development.

    - The student organization shall not allow any funds in their account to remain inactive (i.e., no deposits or withdrawals) for a period of nine months in any academic year. If a student organization has been declared as inactive, the campus Student Activities Office shall inform the campus Business Manager, with a copy to the Office of Student Affairs. The campus Business Manager shall transfer the funds from the inactive student organization to the college's Student Activities general fund by the end of that fiscal year. The Business Manager shall notify the Office of Student Affairs when this action has been completed.

    - o The student organization must be active in at least one approved college event per semester must actively participate in a minimum of two campus program initiatives per semester as arranged or agreed upon by the Department of Student Leadership & Development and must undergo budget, organization and leadership training with this department annually.

    ITEMS NOT FUNDED FOR AN EVENT/ACTIVITY Student Organization should follow State and College Procurement Guidelines at all times and, in particular, should be aware that the following items will not be funded:

    - Alcoholic beverages.

    - Charitable contributions (use of state monies is prohibited, although students may participate in charitable fundraising events).

- Scholarships.
- Compensation for services if the individual is a member of the organization and/or college.
- Funds to provide financial support to off-campus organizations.
- Purchasing any product that violates college policies.
- Items that promote violence or illegal activities, or defame individuals or groups.
- Items that promote or oppose a specific political candidate or party.

Funding Appeals Process

For the College-wide appeal process a student organization must submit funding appeals in writing within seven days of funding notification to the Office of Affairs for review. The Vice President of Student Affairs will issue a decision within two weeks of written notification. For a campus appeal process a student organization must submit funding appeals in writing within seven days of funding notification to the Dean of Student Services or Associate Director of the Chesapeake Student Center. The Dean of Student Services or the Associate Director of the Student Center will issue a decision within two weeks of written notification.

Responsibilities of the President (of the club/organization)

Each student club/organization is required to have a President. This president must be an enrolled student of Tidewater Community College. Each organization's president will be in office according to the club's specific Constitution.

The Department of Student Leadership & Development expects the following of ALL Club Presidents:

- Responsible for the registration of the club in accordance with guidelines and deadlines set-forth each semester by the Department of Student Leadership & Development
- Main communication between the organization and the following:
  o Department of Student Leadership & Development
  o Faculty/Staff Advisor of the club/organization
  o Members of the club and the Executive Board
- Delegate representing the club at the following:
  o ALL Inter-Club Council Meetings

The President is expected to represent the club to ensure that it remains active and receives all the rights and privileges that an active organization receives. If there is ever a concern regarding a president, an organization, it should be brought to the Coordinator of Student Leadership & Development so that a resolution can be found to satisfy all, including the campus community.

Responsibilities of the Vice - President (of the club/organization)

The Department of Student Leadership & Development expects the following of ALL Club Vice-Presidents:

- Assumes the duties of the President in his or her absence
- Serves as an ex-officio member of standing committees
- Directs Constitutional updating and revisions
- Facilitates election of officers
- Recruits new members
- Serves as Parliamentarian
- Organizes an end-of-year celebration
- Represents organization at official functions

- Remains fair and impartial during organizational decision making processes
- Performs other duties as directed by the President

Responsibilities of the Secretary (of the club/organization)

The Department of Student Leadership & Development expects the following of ALL Club Secretaries:

- Obtains appropriate facilities for organization activities
- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Prepares an agenda with the President for all meetings
- Notifies all members of meetings
- Prepares organization's calendar of events
- Keeps the organization informed of both organizational and university business
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Maintains attendance at all meetings
- Serve as the organization's recognition and appreciation coordinator
- Maintains organizational records, storage, and office
- Prepares and files any report required
- Handles all official correspondence of the organization
- Collects organization mail from the adviser or wherever mail is received
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Performs other duties as directed by the President

Responsibilities of the Treasurer (of the club/organization)

The Department of Student Leadership & Development expects the following of ALL Club Treasurers:

- Is familiar with accounting procedures and policies
- Serves as the primary signatory on financial accounts
- Serves as chair of the finance committee
- Pays organization bills
- Collects organization dues
- Keeps all financial records of the organization
- Prepares an annual budget
- Prepares all budget requests for funds
- Prepares and submits financial reports to the members
- Maintains a financial history of the organization
- Provides advisor with summary of financial records at the end of the academic year
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Prepares purchase orders, requisition forms, or supply requests
- Coordinates fundraising drive
- Coordinates solicitations
- Files reports on all stolen or lost equipment

- Maintains an inventory of all equipment and its condition
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Performs other duties as directed by the President

Role of the Faculty/Staff Advisor

Faculty/Staff Advisors are an asset to all student organizations. They act as a liaison between the organization and the entire faculty/staff of the college. Moreover, this person serves as a guide for the students so that the club/organization can run smoothly and without problems. Students should utilize this advisor so that policies are understood and implemented, but also so that the college comes together for the common good.

Suggested roles of the Faculty/Staff Advisor Chesapeake Campus clubs/organizations and student groups are:

- Be familiar with College processes, especially regarding hosting events
- Offer knowledge of College policy while asking/expecting the club to follow policy properly
- Be available for advice
- Keep abreast of any infractions of the club's constitution, bylaws, national policies and/or College policy
- Meet with officers on a regular basis and build a rapport so that the club can thrive
- Attend general or executive board meetings as often as scheduling permits
- Work closely with the club treasurer to ensure that finances are in good standing or to make purchases in conjunction with the club; this includes signing off on purchases made with the on-campus agency account number (ex. copies, catering) and reviewing the budget regularly
- Attend on-campus events the club as hosting, if an advisor is required (ex. Large social event, event with off-campus guests)
- Club Advisors (any advisor to a registered student group that receives College resources) are considered Campus Security Authorities (CSAs) under the Clery Act. This means they must report **statistical data** on Clery reportable crimes to Campus Security for inclusion in the Annual Security Report. Clery reportable crimes are murder, non-negligent manslaughter, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, arrests and referrals for disciplinary action for liquor/drug/weapons law violations, domestic violence, dating, and stalking. If a club advisor discovers that any of these is alleged to have happened on-campus or during a College-sponsored trip, they must report what happened, where, and when. *No club advisor is exempt from this requirement.*
- Club Advisors (any advisor to a registered student group that receives College resources) are considered Responsible Employees (REs) under Title IX. This means that they must report identifying information on Title IX crimes (those involving sexual misconduct) to the College's Title IX Coordinator or Deputy Title IX Coordinator.

Suggested Advisor Roles

- Partake in discussion, when relevant
- Assist in club sustainability and officer transitions
- Maintain resource materials, records, and official files
- Guide decisions so that the club is best served
- Be active in the goal-setting process
- Become part of the group, with the exception of voting and holding a position
- Attend group bonding activities, events, etc. where appropriate
- Review and provide guidance on executive board correspondence before it is sent to the group

- Mediate conflicts that may arise; encourage and model professional conduct during conflicts
- Represent the club during conflicts between it and the College
- Approve candidates for executive board positions with regard to good academic standing

If at any point a faculty/staff advisor is having difficulty communicating with the rest of the advisory board or if additional advising resources are desired, please contacts the Coordinator of Student Leadership & Development. Please note every organization is required to have a Faculty/Staff Advisor. The Faculty/Staff Advisor does have the ability to reserve college technology resources, rooms, but should simply act as a direct liaison for the Department of Student Leadership & Development and Tidewater Community College with the student organization.

Tips for Building a Strong Relationship with your Advisor

Students are ultimately responsible for maintaining a close relationship with the advisor and knowing the policies and requirements of their respective organization. In order to meet that goal your organization is responsible for:

- Conducting all activities in compliance with college policies and procedures, the Constitution and laws of the United States, and the Commonwealth of Virginia.
- Providing an orientation to new advisor about all activities related to the organization and an opportunity to meet as many members as possible.
- Inviting advisors to executive and organizational meetings.
- Conferring with their faculty advisor on a regular basis for an update on any proposed events/activities and the financial status of the organization.
- Maintaining records including the minutes of the meeting as well as other materials.
- Keeping the advisor informed about the organization's progress, interests, goals, and problems.
- Being considerate of advisors' busy schedules by arranging meetings ahead of time when possible and giving advanced notice of special events.
- Being completely honest with the advisor.
- Showing your appreciation to your advisor throughout the year.

Academics First

Academics First

The Department of Student Leadership & Development supports the academic mission of Tidewater Community College. While co-curricular involvement is important, club activities should not interfere with academic obligations. Students should not miss classes for club events without the permission of the professor, nor should they prioritize club activities over coursework. For this reason, clubs may not host activities or events (outside of those that are seeking to provide needed services and resources to students) during final exams.

Use of TCC Name and Logo

No student organization may use TCC's name without permission except to identify institutional affiliation. College approval or disapproval of any political or social issue may not be stated or implied by any student organization. Student organizations also should not use the College logo without attaining permission from the Coordinator of Student Leadership & Development and College Communications.

Event and Program Planning

Goal setting and advance planning are keys to the effectiveness of an organization. Long term planning will help make the activities go smoothly and allow everyone to enjoy participating. Plans need to be made by the group, not just the leader. Plans made by committees or individuals should be reviewed by the whole group to increase the commitment of the members and to prevent and to prevent misunderstandings.

All activities must be registered _**two weeks**_ prior to an event, regardless of location. Major events must be scheduled at least one month prior to the event date. Hosting a major event may include, but is not limited to dances, concerts and large events held outside. Do the following in order to register an event:

- Complete Student Leadership & Development Events and Activities Form
- Complete Fundraising Form (for Fundraisers only)
- Meet with Coordinator of Student Leadership & Development and the Chesapeake Student Center Associate Director
- After the Event complete the SLD Post-Event Evaluation Form

Food Service for Events, Meetings and Other Functions

Tidewater Community College has a food service contract with Aramark, a food-service company. This contract states that Aramark has the first right to cater any event at TCC campuses, including events put on by student organizations that exceed 100.00 in value. Student organization should Meg Powers located at the Campus Cup at Chesapeake campus, if there are any student organization events which require catering.

Advertising: Posting in the Chesapeake Student Center

If you wish to advertise within the Chesapeake Student Center, your advertisements must be reviewed and approved Sara Hair, Coordinator of Student Leadership & Development or Vincent Gary, Associate Director of the Student Center. After review, your advertisement will receive a "Seal of Approval". Once you have received that the "Seal of Approval", copies can be made and distributed in the Student Center. Advertisements must include:

- Date of Event
- Location of Event
- Time of Event
- Organization Hosting Event

If any of the above is missing then your advertisement will not be approved. Please review your advertisements for spelling or grammatical errors before submitting for approval.

Areas Available to post advertisements:

- Metal Pole next to Campus Cub
- Bulletin Boards on the first floor
- Information Desk and other departments (with the approval of the department supervisor)
- Tables
- Restroom walls and stalls

Areas Unavailable for posting:

- Any windows
- Any painted surface
- Any wood surface
- Doors and entrances

Removal of Advertisements: All advertisements must be removed within 24hrs of the end of your organizations event. If not removed the organization will receive a warning. If it occurs a second time, the organization will lose privileges to advertise within the Student Center.

Advertising: Posting around Campus

Advertising around campus is a great way to spread information about an event. A majority of the student population at TCC are actively engaged in the other campus buildings for classess and study, so posting information in areas where they interact is a great place for an event to gain exposure to the campus community.

In order to post anything within the other campus buildings, all fliers must be approved by the Coordinator of Student Leadership & Devleopment prior to copies being made and secondarily approved by the Dean of the building you wish to advertise in.

Removal of Advertisements: All advertisements must be removed within 24hrs of the end of your organizations event. If not removed the organization will receive a warning. If it occurs a second time, the organization will lose privileges to advertise across campus.

Advertising: TCC Wave Television Advertisements

There are several televisons around campus that display TCC Wave – the college's advertisement and information channel. The Department of Student Leadership & Development would like to extend the opportunity for student organization to advertise their events on these televisions.

To advertise on the TCC Wave televisions, please fill out the appropriate information slots on the event request form, complete the Social Media and Campus Advertisement Form for the Chesapeake Student Center, and develop a power point slide with your desired advertisement infromation. Provide all forms and an electronic version of your power point advertisement to the Coodinator of Student Leadership & Development in conjunction with submitting your event request form two weeks prior to your event.

Advertising: Email Announcements – Weekly & Monthly "Peake"

Student Organizations may also seek to include events and meetings in the weekly update and larger monthly notification of activities and campus offerings sent out by the Chesapeake Campus Dean of Students office. If you would like your meeting or event to be considered for inclusion in this communication offering please fill out the appropriate information slots on the event request form.

Advertising: Copy's

Student Organizations may request copies to be made by the Department of Student Leadership & Development, but there is a limit to the number of copies provided.

Tips for Advertising: Make the MOST of your events

Advertising can make or break an event that you have planned. It takes time for advertisements to be done, but your organization can reap the benefits of a hugely, successful event with above and beyond advertising. Here are just a few ways to advertise your event for the best results:

- Chalk the Walk: use sidewalk chalk all around campus.
- Window Paint: request/approval in Student Activities
- Faceook, Twitter, Insta, & Snap - SOCIAL MEDIA!
- TCC Wave advertisements
- HUGE, creative posters: hang in a spot that will grab the most attention
- table tents: approval from SLD required
- hand out flyers are busy hours: lunch hour and intersession timeframes in the Student Center
- Flyers: hung creatively
- WORD OF MOUTH! This is the #1 and BEST way to spread word about your event, simply TALK IT UP!

Remember all advertisements must follow the posting policy. All advertisements must be approved. Don't let

Building Strong Student Leadership

"If your actions inspire others to dream more, learn more, do more and become more,

you are a leader."-John Quincy Adams

A leader is the first servant of the organization. The worst thing that a new leader can do is to charge into a new position and take control over everything. When entering into a new position, come prepared. Come with an open mind that will listen to others that have preeded you. Come with question on how things were done in the past and how can things be made better. This is valuable information and will add to the future success of the organization.

Student organization leaders play an important role in each organization. It is the officers that keeps the organization on track, and insure goals and objectives are carried out as directed by the membership. Although leaders assume responsiblility for the organization, it is the membership situation. The leadership always inherits the negative feedback when something goes wrong (and accepts the responsibility), but always includes the entire membership in the positive outcomes.

A leader of an organization requires self-sacrifice, hard work, commitment and constant learning. Understanding polies and procedures that affect an organizations is the responsibiltiy of the leaders and insures the execution of goals and projects are complete as smoothly as possible.

Types of Leaders:

- Authoritarian
- Passive
- Democratic

A combination of these three types of leaders makes for a well rounded leader that is capable of making well informed and some times difficult decision.

Accountability

Accountability is a topic that most student organization struggle with and this has two primary causes. The first is that many students, who are a part of your organization, will be apathetic. The second cause is that leaders often try to hold others accountable without offering aid or assistance. The best way for everyone within an organization to approach accountability is a question. What do I have to do to get the results I want? It sounds simple, but accountability is something that people make more complicated than it needs to be.

SMART Goals and Strategic Planning

Every organization has goals, which are probably the reason that the organization was created. These goals to tend to be high and lofty goals, but students will not frequently know what is next? SMART Goals help students to create goals that are easily evaluated.

SMART Goals are:

Specific- goals need to be specific in order to set the direct of an organization in a common direction. This also aids in evaluating goals. (Raising funds/ Raise$200 for the cancer society)

Measureable-Not every goal will involve number, but having measureable benchmarks allows for you to gauge the level of success that your organization.

Attainable-Do you have the resources to achieve this goal?

Realistic-If your goals are not realistic to begin with then you are setting up your organization to fail at them. A group of 10 will probably not grow to the size of 40 in one semester. Be realistic and optimistic at the same time.

Timely-Time Frames are a large part of goal setting. Without time frames, it is impossible to evaluate success. (Let's have 4 events by the end of this semester)

Strategic Planning is a crucial part of the success of any student organization. Strategic Planning is planning and preparing for the student organization's semester, but it also involves evaluation and revision of those plans. Here are some simple steps toward forming a strong strategic plan.

- Dream Big-dreaming of what your organization could become gives inspiration for the rest of the process.
- Analyze where your organization is currently, and then think about how it is different from your dream.
- Set some goals or benchmarks
- Make a plan with steps to take your organization towards its goals.
- Get your entire organization involved in action steps toward your organizational goals.
- Regularly evaluate the progress toward those goals
- If necessary (goals not met) repeat until complete (Great organizations are never finished)

Event Planning Procedures

PROCEDURAL BREAKDOWN:

The Chesapeake Student Center is the heart of campus life. The Student Center has been designed for the students to be primary users, especially for leisure times, student life and leadership, and intramural activities. Other constituent groups and programs may be hosted as long as the philosophy and purpose of the Student Center is not violated at any time. Please consult www.tccchesapeakesc.org for procedures regarding use of the facility, guest policies, ID cards, and Alumni. All events and activities are coordinated throughout offices housed in the Chesapeake Student Center.

I.   **Student Leadership & Development Procedures for Event Approval:**

    1. **How do I reserve a room?**
        i. Space availability for the event must be reserved with **Jill Hartney**, Office Manager at 757-822-5268 or through Virtual EMS after the proposed event has been approved. To discuss room availability for planning please contact Jill Hartney prior to form submission.
        ii. Virtual EMS
    2. **How do I get food for my event?**

  i. Catering needs are addressed by **Yummy Goodness Catering Company** at 757-962-1000 or **Chef By Design** at 757-496-3900. The **person in charge of the event** must direct their requests to the catering company.

 3. **What forms do I have to fill out?**

  i. Fill out the "Event and Activity Form". This form is to be used for any club or organization (includes academic departments) putting on an event. It must be completed **2 weeks prior** to the event. **1 month prior** for campus wide events. Return to Department of Student Leadership & Development within the aforementioned deadlines.

  ii. The Event and Activity Form contains information pertaining to requests for advertising needs. Please provide the necessary forms for electronic advertisement and a flyer proof for approval and distribution upon final event approval.

  iii. If your event is a fundraiser, a "Fundraising Form" must be filled out in addition to the Event and Activity Form.

  iv. The "Post-Event Evaluation Form" must be filled out and returned to the Coordinator of Student Leadership & Development within **one week after** event has concluded. This form must be completed in order for an organization to retain event privileges for future events. Event privileges are anything that Department of Student Leadership & Development handles on behalf of another organization.

II. **Advertisement & Social Media Procedures**

 a. **Where do I submit my request?**

  i. Social Media Form via Chesapeake Student Center website

 b. **What are the specifications for my PowerPoint slide development?**

  i. Must contain name of the event, name of the student organization, date, time, location, contact information

  ii. Be in standard fonts (Arial, Times New Roman etc)

  iii. Must include the TCC logo

 c. **What deadlines should I know about?**

  i. Event posting requests should be submitted at least **2 weeks prior** to the event.

  ii. Event posting requests for Social and TCC Wave should be submitted early enough to run at least **2 weeks prior** to the event.

 d. **What if I need to make changes?**

  i. **I**f the time, location or any details related to your event have changed, please remember to e-mail shair@tcc.edu with changes. This is especially important for canceled events and date changes. College Communications relies on your information to maintain an accurate calendar of events.

   1. *Note: If your event has changed, DO NOT resubmit your event using the form.*